



THE LANGHAM

Auckland

DELIVERY LABEL & INSTRUCTIONS	
DELIVER TO: The Loading Bay The Langham, Auckland Liverpool Street Auckland NEW ZEALAND	ATTENTION TO: (Event Sales Executive)
SENDERS DETAILS: Name: Address: Phone No:	NAME OF EVENT:
	DATE OF EVENT:
	ROOM NAME:
	STAND NAME: (If Exhibition boxes)
NUMBER OF BOXES:	STAND NUMBER: (If Exhibition boxes)
	BOX: OF

<p>DELIVERIES WILL ONLY BE ACCEPTED AT THE LOADING BAY MONDAY – FRIDAY 08:00AM – 4:00PM BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 2 WORKING DAYS PRIOR TO THE EVENT DATE Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.</p>	<p>Package Collection Advice: All packages must be collected on the first business day after the event conclusion. The Langham Auckland takes no responsibility for goods left on premises after this time. <u>Any items not picked up 2 months after the event will no longer be stored and will be disposed of.</u> All packages must be correctly labelled and collected from the loading bay Monday- Friday 0800am -4:00pm</p>
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