**SHIPPING LABEL – DELEGATE BAG INSERTS**

**Every box needs to be identified.**

**Therefore, please print this form and put it on EVERY box.**

Every package **must** be identified with this form.

* **ONLY to be used for DELEGATE BAG INSERTS \***
* Use **1 label per package/box/crate**
* **Delivery on Monday 16 September.** The delegate bags will be packed on Tuesday early morning.

*If you are using the services of TL Logistikk, the address of the hotel should be changed into the address of TL Logistikk (see their information document).*



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ESCCA 2019 Conference**  **DELEGATE BAG INSERT****18-21 September 2018 Attn. PCO Room / Bag** **packing room****DELIVERY ADDRESS**QUALITY HOTEL EDVARD GRIEGSandsliåsen 505254 BERGENNorway  MANDATORY INFORMATION:

|  |  |
| --- | --- |
| Company name |  |
| Person in charge of shipment |  |
| Cell phone number |  |
| E-mail address |  |
| Contact person on-site |  |
| Cell phone number |  |

Parcels with an uncompleted form will not be accepted.  |
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