



Hotel Okura
A M S T E R D A M

Dear Exhibitor,

We would like to welcome you in Hotel Okura Amsterdam.

To ensure you have all the information you may need to have a hassle-free breakdown experience for your stand, we have created this letter for you to review.

In case you have arranged pick up for your packages, it is the responsibility of the sender to ensure that all items to be shipped are **labeled** and **packaged** properly on the last day of the conference. All items must be completely shipment ready.

- Customs declaration form outside the EU
- The number of boxes must be the same on the shipping label
- No damage boxes

No items will be stored without the completed and correct shipping labels. Please leave your items at your stand, your items will be collected at the end of the day and stored by our employees.

Hotel Okura takes no responsibility for missing packages.

Should you have any further questions, do not hesitate to contact the Banquet Guest Relations officer at +31 (0)20 67 87 449 (desk on 1st floor).

With kind regards,

Lakeisha Laumans

Banquet Guest Relations