

FROM:

Box Number _____ **of** _____

Weight of this Box/Item: _____

TO: DELIVERY DETAILS

Company Name: Rutherford Hotel Nelson
A Heritage Hotel

Address: TRAFALGAR SQUARE
NELSON 7010

Contact Person: Nigel Buxton
Purchasing Manager

Phone No: 03 546 3004

SACHEL INSERT DELIVERY NOTICE

Event Name: RMLA Conference 2016

Event Date: 22 – 24 September 2016

Venue: Rutherford Hotel Nelson, Trafalgar Square, Nelson 7010

COMPANY NAME: _____

Contact person on the day: _____ **Mobile No:** _____

Special instructions: _____

Storage Conditions: The Rutherford Hotel Nelson cannot guarantee acceptance or storage of goods if sent earlier than the specified date. Goods must be collected by the owner / exhibitor within 48 hours of end of event as there will be a fee of \$100 per day if not collected