

<b>Event name</b>	Copperberg Power of 50
<b>Delivery Address</b>	<b>Level 15, Park Regis Birmingham</b> <b>160 Broad Street</b> <b>Birmingham</b> <b>B15 1DT</b> <b>T +44 121 369 5555</b>
<b>Package <span style="background-color: yellow;">      </span> of <span style="background-color: yellow;">      </span></b>	
<b>Name of sender (company)</b>	<b>HERE</b>
<b>Date of event</b>	<b>HERE</b>
<b>PRB Event Manager</b>	Katie Barlow

Any delivery of packages to be stored must be communicated prior to the event taking place and approved by the Event Manager. Park Regis Birmingham can accept deliveries no more than **2 days** in advance of an event.

All parcels must have the hotel delivery labels clearly displayed on each item, alternatively they may be refused upon arrival at the hotel.

**PLEASE ATTACH TO ALL PACKAGES BEING SENT TO THE HOTEL**