

PROCESS OF SENDING MATERIAL TO THE HOTEL:

From Within European Union:

If you need to send material to the hotel prior the event, please contact your events coordinator to arrange storage.

Please use the material label (page 2)

From Outside the European Union:

Please be informed the hotel and its employees are not importers and cannot dispatch or clear anything from customs (ask your shipping company).

For this case, you must contact RESA EXPO LOGISTIC company at:

Contact: Barbara Helguero

Telephone: +34 91 669 40 79

Mail: bhelguero@resaexpo.com

Event Information / Información Evento**Shipped By / Enviado Por**

Date of the event / Fecha del evento

Name of the Event / Nombre del Evento

Meeting Room / Salón Almacén

Company Name / Empresa

Contact / Contacto

of boxes / N° Cajas

Intention / Finalidad

Fill in / A rellenar

- EXHIBITION. Please, specify
- OTHER. Please, specify

Shipped To / Enviar A

MARRIOTT
MADRID AUDITORIUM

Madrid Marriott Auditorium Hotel & Conference Center
Avda. de Aragón 400
28022 Madrid (ESPAÑA)

Att: EVENTS COORDINATOR +34 -----
Conventions & Congress Coordinator of the event