



INSTRUCTIONS FOR DELIVERIES TO WELLINGTON COLLEGE

COMPANY NAME	STAND NUMBER
CONTACT NAME AND MOBILE NUMBER	
NO. OF HOW MANY BOXES	
DELIVERY ADDRESS WELLINGTON COLLEGE, CROWTHORNE, BERKSHIRE RG45 7PU	
DELIVERIES TO SITE - DELIVERY LABELS MUST BE FULLY COMPLETED DELIVERIES WILL NOT ACCEPT DELIVERIES BEFORE MONDAY 03 JULY.	



INSTRUCTIONS FOR COLLECTIONS FROM WELLINGTON COLLEGE

NAME/ COMPANY/ ADDRESS OF WHERE PARCEL IS GOING
CONTACT NUMBER
EVENT & DATE ATTENDED AT WELLINGTON COLLEGE FESTIVAL OF EDUCATION (6-7 JULY 2023)
DATE & TIME OF COLLECTION
COURIER DETAILS

Any parcels or stands left at the venue must be clearly marked ready for collection and left in Bay B/Goods Inwards. Collection must be made within 3 working days of tenancy ending; anything left behind beyond this time will be disposed of by the venue. Please note that it is the responsibility of the individual standholder to arrange their own courier.