

**Shipping Instructions**

**AIIM Forum UK**

**Send all materials to:**

AIIM Forum UK

FAO: Eli Tomkinson, Revolution Events

 Adriana Rusu, ILEC Conference Centre

ILEC Conference Centre and Ibis Earls Court

London Conference Suite

47 Lillie Road

London

SW6 1UD

* Mark boxes: Use the delivery note attached and mark boxes “AIIM Forum UK.”
* Mark the name of organisation on each box (not just the delivery company).
* DO NOT ship boxes to arrive before Tuesday 24 June, as the venue will not accept them.
* IMPORTANT: If your boxes need to arrive before Tuesday 24 June special arrangements must be made. Call +44 (0)1892 820 940 or email eli@revolution-events.com to organise this.
* We are expecting a total of around 300 attendees so if you are sending literature we suggest a maximum of 300 copies should be sent.

**HOT LINES FOR TROUBLESHOOTING**

**Eli Tomkinson**

Tel (before 17.30 Monday 23 June): +44 (0)1892 820 940

Email: eli@revolution-events.com

**Thank you for your support of the AIIM Forum UK**



**AIIM Forum UK**

ILEC Conference Centre and Ibis Earls Court
London Conference Suite

47 Lillie Road

London

SW6 1UD

FAO: ***Eli Tomkinson / Adriana Rusu***

Sender:

Company:

Stand Number:

No of Boxes:

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