****Please provide the following information and attach to all deliveries arriving to The CCD.

**[INSERT NAME OF EVENT]**

**[INSERT LEVEL & ROOM NAME]**

**[INSERT DATE OF EVENT]**

[Insert name of CCD Event Delivery Manager],

Event Manager

The Convention Centre Dublin

Spencer Dock,

North Wall Quay,

Dublin 1

D01 T1W6

Exhibitor contact name:

Exhibitor contact number:

Exhibition stand name:

Exhibition stand number:

Item number \_ of \_