

Delivery Instructions

- Please attach the delivery label on the next page to all parcels. This is to ensure that the hotel's receiving team can acknowledge the item is for our event happening in the hotel. **Deliveries without the labels will be rejected.**
- The Hotel will receive deliveries no earlier than 3 days before the event date. Any items delivered to the Hotel earlier than this will be subject to Hotel's storage availability and fees.
- **The Hotel is not liable to pay any taxes required from the courier.** We have often been requested by courier companies to pay for GST tax upon receiving of deliveries, please note that the Hotel will reject the delivery and sender will be required to pay the outstanding tax required by the courier before we will receive the items.
- **For more information on shipping into Singapore, contact your courier of choice (DHL, FedEx, UPS, etc) and give plenty of time for shipment to arrive due to potential customs issues.**

Delivery Label

Attn: **Izdihar Latiff**

Events Management

DID: 65 6213 4241

**Shangri-La, Hotel
Singapore**

Orange Grove Road

Singapore – 258350

(Deliver to Loading Bay)

Event Information:

Name:

Date:

Venue:

Box Content:

Shippers Name & Contact:

No. of Box(es): () OF ()