

International shipping instructions

Courier sheet info: Shipper

Reference:	
Company name:	
Adress:	
Post code	
Phone Nr.:	

Courier sheet info: Reciever

Hotel legal name	Company name:	<i>Viesnīca Latvija AS</i>
Adress	Department:	<i>Conference & Event Center</i>
	Hotel name:	<i>Radisson Blu Hotel Latvija</i>
	City, street & nr.:	<i>Riga, Elizabetes street - 55</i>
Hotel	Post code:	<i>LV-1010</i>
	Country:	<i>LATVIA</i>
	Contact person:	
	Contact person phone:	

Additional info for hotel has to be on shimpent Example

Event name & date	<i>Black Velvet 2010, 04-08.07.2010</i>
Event organizer info	<i>White screen LTD, Johnny English tel.: +4423456789234</i>

Shipments are accepted 3 working days before actual event.

All shipments has to be coordinated with hotel before sending.

Shipment will not be accepted without hotel contact information and event details.

Hotel is not responsible for any event materials sent to hotel.

Hotel is not responsible for any custom issues which may apply to shipment.

Event organizers has to cover any additional charges for custums or storage, if those will apply.