

For all deliveries and consignments, please reflect the below essential information:

<p>Marina Bay Sands Sands Expo and Convention Center 10 Bayfront Avenue Singapore 018956</p>
Event Name: (Name of Event)
Contact Person: (Name of Recipient)
Contact No.: (Contact No. of Recipient)
Contact Email: (Email of Recipient)
Delivery Date:
Delivery Time:
Delivery Venue:
Item:

Please **do not** attention the deliveries and consignments to me as I am not authorised to receive on behalf.

All deliveries and consignments are handled by our Mail Center. They will be in-charge of receiving, storing and delivering these items to the locations specified. You may reach our Mail Center at E-mail: mailcenter@marinabaysands.com, and their Mail Center Hotline:+65 6688 3083. Thereafter, they will be in contact with the recipient of the items for delivery date, time and venue as well as mode of payment. On the stipulated delivery date and time, the recipient will have to receive the item at the stipulated delivery venue. We will not be able to deliver and leave items unattended in a ballroom without any recipient receiving the items.

Please provide the following details are Mail Center in advance to ensure safe and prompt receipt of consignments

1. Customer Details
2. Consignment Details
 - a. Tracking or Waybill Number
 - b. Quantity of Packages
 - c. Weight of the Consignment
3. The Date / Time / Location to Deliver
4. Billing Arrangements

- All incoming consignments must reach the Center no more than 7 days prior to on-site receiving date of the customer. Storage charges will apply for consignments kept in the Center for more than 7 days.

- All incoming consignments must be arranged under 'Freight Prepaid' with the duties / GST / taxes must be borne by the shipper. The Mail Center will not accept any consignments under 'Freight Collect' in which the duties / GST / taxes are to be borne by the recipient.
- The Mail Center will not accept any Cash-On-Delivery consignments on behalf of the customer.
- If any consignments require special handling or special storage facilities, please communicate this request to the Mail Center prior to effecting shipment. The Mail Center will consider the request and try to accommodate wherever possible.
- If you require the Mail Center to send all the deliveries received on your behalf outside of their operating hours (e.g. before 0800 hrs and after 1900 hrs), please provide advance notice on the delivery date / time / venue.

Lastly, if your deliveries are made on the day(s) when the event venue is ready, you may advise the deliveries to come in via the Basement 4 Loading Bay and send up directly to your meeting venue with no handling costs.

Please do not hesitate to contact me should you require any further clarifications.