**INFORMATION FOR COURIERS  
Exhibition: “Insert Title of the Exhibition here”**

**Courier**

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| --- | --- |
| Name: | Mr. Mario Mustermann |
| Email: | m.mustermann@mustermail.com |
| Phone: | +1 00 000 000 000 |

**Summary of Important Appointments**

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| **Courier’s Arrival at Kunstmuseum**  **MUSTERHOUSE** | **Artwork Installation** | **Courier’s Return Flight** |
| Monday,  August 7th / 09:00 am | Monday – Tuesday,  August 7th-8th / entire day | Wednesday,  August 9th / 11:15 am |

**Detailed Schedule**

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| **Saturday, August 5th, 2023** |  |
| 07:45 pm | Flight departure from New York JFK |
| **Sunday, August 6th, 2023** |  |
| 10:35 am | Flight arrival in Zurich |
| 02:00 pm | Check-in into Hotel MUSTER in Zurich |
| **Monday, August 7th, 2023** |  |
| 09:00 am | Meeting with [INSERT NAME, LASTNAME OF REFERENCE PERSON] and Art Handling Team at Kunstmuseum MUSTERHOUSE, receipt of per diem |
| 09:00 am – 05:30 pm | Unpacking, condition report and begin installation of the artwork [INSERT ARTWORK TITLE, IF NEEDED] |
| 07:30 pm | Dinner with the artist and museum director at the Restaurant XXX |
| **Tuesday, August 8th, 2023** |  |
| 09:00 am – 05:30 pm | Complete installation of the artwork [INSERT ARTWORK TITLE, IF NEEDED] |
| **Wednesday, August 9th, 2023** |  |
| 08:00 am | Check-out from Hotel MUSTER and cab drive to the airport in Zurich |
| 11:15 am | Flight departure from Zurich to New York JFK |

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| **Your contact person at Kunstmuseum MUSTERHOUSE**  Ms. Maria Musterlady [Maria.Musterlady@musterhouse.com](mailto:Maria.Musterlady@musterhouse.com)  Phone: +41 44 700 00 01 Mobile: +41 79 555 55 55 |

**Hotel**

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| --- | --- |
| Hotel address: | Hotel MUSTER, Musterweg 1, 8001 Zurich, Switzerland |
| Check-in: | August 6th, 2023 / from 02:00 pm |
| Check-out: | August 9th, 2023 / until 11:00 am |
| Reservation-number: | 12345678 |
| Bedroom type: | Comfort Double Room with king-size bed and private bathroom |

**Per Diem**

Upon arrival at Kunstmuseum MUSTERHOUSE you will receive a per diem in the amount of **CHF XXX** in cash (CHF YYY per day for a total of 5 travel days, from August 5th–9th, 2023).

**How to find us at Kunstmuseum MUSTERHOUSE on the day of your appointment**

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| **Appointment** | **Monday, August 7th, 09:00 am**  Please come to the main museum entrance and proceed to the Reception Desk. Show your ID-card and ask for Maria Musterlady. |
| **Contact** | Ms. Maria Musterlady [Maria.Musterlady@musterhouse.com](mailto:Maria.Musterlady@musterhouse.com)  Phone: +41 44 700 00 01 Mobile: +41 79 555 55 55  Reception Desk : +41 44 700 00 00 |

[IF NECESSARY, ADD A MAP HERE TO HELP THE COURIER FIND THE MUSEUM ENTRANCE ]

**Attachments**

- Return flight ticket

- Train ticket from the airport to Hotel MUSTER

- Hotel reservation

**Add a 1-page instructions on how to get around your city. Here below is an example.**

**How to Get Around in Zurich**

The most efficient way to get around in Zurich is by public transport. Trams and buses run every 7-10 minutes all day long, from 05:00 am until 12:30 am. Tickets vending machines are available at every tram station in the city. A one-way ticket for an adult costs CHF \_\_\_\_\_ and is valid for 1 hour within the city center. Alternatively, you can also buy daily travel cards for CHF \_\_\_\_\_ .

You can consult the timetable of the public transportation network online at [www.sbb.ch](http://www.sbb.ch) or through the SBB app on your phone.

**Travel from the Airport to the Hotel MUSTER**

**By public transport**

From the airport take the train with direction \_\_\_\_\_\_\_\_\_ and exit at the main train station called *Zurich HB*. Just outside the station Zurich HB take the Tram No. 2 with direction \_\_\_\_\_\_ and exit at the station called *\_\_\_\_\_\_* . The Hotel MUSTER is located just across the road. The travel time is approx. 25 min.

**By cab**

There are always cabs parked outside the airport. Travel time to the Hotel MUSTER is approx. 15 min, while travel time to the Kunstmuseum MUSTERHOUSE is approx. 20 min.

**Travel from the Hotel MUSTER to the Kunstmuseum MUSTERHOUSE**

**By public transport**

From the station *Bellevue*, take the Tram No. XX with direction \_\_\_\_\_\_\_\_\_\_\_ and exit at the main train station *Zurich HB*. Here take the Tram No. XY with direction \_\_\_\_\_\_\_\_\_\_ and exit at the station *Kunstmuseum MUSTERHOUSE*. Travel time is approx. 20 min.

**Travel from the Hotel MUSTER to the Airport**

**By public transport**

From the tram station XXX, take the Tram No. XX with direction \_\_\_\_\_\_\_\_\_\_ and exit at the main train station *Zurich HB*. Here you will find several trains going to the Zurich airport, usually departing from the platform no. 11 or 34. The train station at the airport is called *Zurich Flughafen*. Travel time is approx. 25 min.

**By cab**

The Hotel MUSTER can book a cab for you, but just in case please find here below the phone numbers of some cab companies in Zurich.

Taxi Name 1: +41 XX XXX XX XX  
Taxi Name 2: +41 XX XXX XX XX