

**DELIVER TO:**

# Gold Coast Convention & Exhibition Centre



gold coast | convention and exhibition centre

Corner TE Peters Drive & Gold Coast Highway  
BROADBEACH QLD 4218  
Loading Dock via Western Service Ramp  
Off Northern Carpark Entrance

**EVENT NAME:**

**EXHIBITOR BOOTH NAME:**

**BOOTH # :**

**EXHIBITOR CONTACT NAME:**

**PHONE (MOBILE) #:**

**SACHEL PACKING MATERIAL?**  
(Tick Yes or No)

YES

NO

**FOR THE EVENT PLANNERS OFFICE?**  
(Tick Yes or No)

YES

NO

**SPECIAL INSTRUCTIONS:**

ITEM \_\_\_\_ OF \_\_\_\_

**DELIVER ON:**

## Safe Delivery, Storage and Return of your Items

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

**Loading Dock hours are from 08:30 – 16:30**

**Please Note: Goods will not be accepted more than 24 hours before your event.**

If you intend to dispatch your goods via a courier from the GCCEC after the event, it is important for you to :

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items)
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (eg. package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

**Goods are to be collected within two (2) working days from the conclusion of the event.**

Storage charges will apply for goods remaining after this time. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

*Please note that all goods / property brought into the GCCEC or onto the GCCEC Land by an exhibitor is done so at the sole risk of the exhibitor. The GCCEC is not responsible for any damage to or theft from the event.*