

Please complete this form and return it to [freight@gccec.com.au](mailto:freight@gccec.com.au) no later than **Twenty-one (21) days** prior to your event

## **IMPORTANT INFORMATION**

Please read prior continuing and submitting

- It is recommended that either the customer (yourself) or authorised representative are on site to sign for the customers goods on arrival of the courier.
- If this is not possible, please contact the customers or authorised representatives courier company to complete an 'Authority to leave' form.
- In the event that the customer, an authorised representative or an authority to leave form are not available, the customer or authorised representative may complete and submit this GCCEC Authority to sign form to authorise the GCCEC to sign and accept the freight on the customers or authorised representative behalf (Please note terms and conditions below).
- This document **MUST** be submitted no later than 21 days prior to the event or prior to the date given in the correspondence received from our logistics department.

## **DETAILS - Customer or representative / person attending site**

Event Name			
Stand Number		Stand Name	
Contact on the Day		Mobile	

## **AUTHORISATION**

I / We hereby authorise Gold Coast Convention and Exhibition Centre (GCCEC) to sign for and accept items addressed to our company for the above event in line with the general conditions of acceptance as detailed on page 2 of this document. I / We indemnify the GCCEC against any claim for loss and / or damage to the goods and that they will simply be accepting them, placing them in storage (space permitting) and moving them to your stand if/when required. [Please contact the onsite administrator for release of deliveries.](#)

Name of person submitting this form	
Position in company	
Phone / Mobile number	
Signed Enter name if submitting electronically	
Date	

## TERMS AND CONDITIONS

1. Freight acceptance is restricted to **no earlier than 24hrs prior** to the nominated exhibitor date and time.
2. Freight arriving prior to 24 hours will be turned away.
3. Freight without the customer, an authorised representative, an authority to leave or a completed GCCEC authority to sign form will be turned away.
4. The GCCEC loading dock is an open-air loading dock and all items should be weather proof wrapped. It is the responsibility of the customer to ensure this has occurred prior to the items being sent to site.
5. All items being delivered into the GCCEC **MUST HAVE** a completed and attached **GCCEC Delivery Label**.
6. Situations that involve the delay in unloading due to a requirement for the driver, GCCEC staff or other to secure or stabilise the load prior to or during unloading may constitute a breach/s under the Heavy vehicle national law and the customers Chain of Responsibility.

The customer warrants that;

- a. It's complied with all applicable laws and regulations relating to the nature, condition, packaging or carriage of the goods about the notification, classification, description, labelling, transport and packaging of the goods and that, given their nature, the goods are packaged in a manner, having regard to their nature, adequate to withstand the ordinary risks of carriage;
- b. it has the goods are accurately described on the consignment note; and
- c. it is either the owner of the goods and/or the authorised representative of the person owning or having any interest in the goods and it enters into this agreement on its own behalf and/or as authorised representative of that person or persons.
- d. Dangerous Goods - The Customer or the authorised representative shall not deliver in any goods which in the GCCEC's sole opinion are or may be explosive, flammable or otherwise dangerous or damaging goods without presenting a full description of those goods and in default of so doing shall be liable for all loss and damage caused thereby.

## 7. LIABILITY

- a. The GCCEC shall not be liable for any failure or delay in acceptance and delivery of the goods where such failure or delay is wholly or partly due to any cause or circumstance whatsoever outside the reasonable control of the GCCEC including but not limited to war, strikes, lockouts, industrial disputes or arrest, government restrictions or intervention, transport delays, fire, act of God, breakdown of any mechanical equipment including any vehicles, shortage of supplies or labour, storm or tempest, theft, vandalism, riots, civil commotions or accidents of any kind.
- b. the Customer acknowledges that loss or damage are insurable risks and that obtaining insurance is the responsibility of the Customer and if they fail or choose not to do so it is at their risk.

## 8. INDEMNITY

The Customer or the authorised representative indemnifies the GCCEC against all loss, damage and liability suffered by the GCCEC (including economic and consequential loss and whether incurred before or after termination or expiration of the Agreement) in connection with or arising out of:

- a. the Customer failing to proceed with the delivery;
- b. claims by any person against the GCCEC or any of their representatives, in respect of personal injury or death, or loss of or damage to any property, arising out of the delivery, storage, movement to stand, other than loss arising as a result of:
  - a. the GCCEC breaching the Agreement; or
  - b. the negligence of the GCCEC.