

AUTHORITY TO SIGN / FREIGHT FORM

Please complete this form and return it to freightforms@gccec.com.au no later than **fourteen (14) days** prior to your event

IMPORTANT INFORMATION

- It is recommended that either the customer (yourself) or authorised representative are onsite 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.
- In the event that the customer, an authorised representative or an Authority to Leave organised with the courier company is not available, the customer or authorised representative may complete and submit an Authority to Sign / Freight Form to GCCEC to authorise GCCEC to sign and accept the freight on the customers or authorised representative's behalf (refer to the Terms and Conditions below).
- This document must be submitted no later than fourteen (14) days prior to the event or prior to the date given in the correspondence sent from our logistics department.
- If the Authority to Sign / Freight Form is not returned, freight may be rejected.

EVENT DETAILS

Event Name			
Stand Name		Stand Number	
Contact on the Day		Mobile	

FREIGHT DETAILS

Forklift required?	YES		NO
Number of items	#		
Oversized freight?	YES		NO
<i>OVERSIZED FREIGHT is defined as: Equipment, structures, machinery or any other item weighing greater than 500kg (1st Floor), 1500kg (Ground Floor) or measuring over 2.4m in height or width</i>			
Item			
Weight (kgs)			
Dimensions (mm)	W	H	D

AUTHORISATION

I / We hereby authorise 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 GCCEC against any claim for loss and / or damage to the goods and that they will simply be accepting the goods, placing the goods in storage (space permitting) and moving the goods to the stand. Please contact GCCEC logistics department for release of deliveries.

Name			
Position Title			
Contact Number			
Signature		Date	/ /

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TERMS AND CONDITIONS

1. Freight acceptance is restricted to no earlier than twenty-four (24) hours prior to the nominated exhibitor date and time.
2. Freight arriving prior to twenty-four (24) hours will be turned away.
3. Freight without the customer, an authorised representative, an Authority to Leave organised with the courier company or a completed GCCEC Authority to Sign Form will be turned away.
4. 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 to 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 logistics personnel 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. That 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 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. 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 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 GCCEC against all loss, damage and liability suffered by 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 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:
 - c. GCCEC breaching the Agreement; or
 - d. The negligence of GCCEC