

# DELIVERY LABEL

DELIVER TO: **Gold Coast Convention & Exhibition Centre**  
**Corner T E Peters Drive & Gold Coast Highway**  
**BROADBEACH QLD 4218**

<b>EVENT NAME</b>			
<b>EXHIBITOR STAND NAME</b>		<b>STAND NUMBER</b>	
<b>EXHIBITOR CONTACT NAME</b>		<b>MOBILE NUMBER</b>	
<b>DELIVERY TO: (TICK ONE ONLY)</b>	<b>EXHIBITION</b>	<b>SACHEL PACKING</b>	<b>ORGANISERS OFFICE</b>
<b>SPECIAL INSTRUCTIONS</b>			
<b>ITEM _____ OF _____</b>	<b>DELIVER ON</b>		

GCCEC does not take any responsibility for the condition of the goods or quantity received on arrival to the centre. This label is attached to each item with the understanding that all responsibility remains with the sender. Please notify our Logistics Department prior to freight arrival via: [freight@gccec.com.au](mailto:freight@gccec.com.au) or contact (07) 5504 4185. Loading Dock hours are Monday to Friday 07:30 – 16:00.

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## SAFE DELIVERY, STORAGE AND RETURN OF YOUR ITEMS

The Delivery Label must be completed accurately in order to ensure the arrival and correct allocation of your goods.

Loading Dock hours are Monday to Friday 07:30 – 16:00.

**Please note: Goods will not be accepted more than twenty-four (24) hours before the event.**

**Goods will not be signed for by GCCEC logistics team without the appropriate documentation.**

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 Form to GCCEC to authorise GCCEC to sign and accept the freight on the customers or authorised representative's behalf. The Authority to Sign Form is located at: <https://www.gccec.com.au/exhibitor-forms-and-permits.html> (Terms and conditions apply).

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

1. Provide consignment notes to attach to your freight.
2. Make sure the consignment note is completed correctly.
3. Ensure that every package has a label with your return address and the number of item/s on it (i.e. package 3 of 5).
4. Remove all obsolete labels from packages.

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

**Goods are to be collected within twenty-four (24) hours after the conclusion of the event.**

**Please note: Storage charges will apply for goods not collected after this time.**

**Storage:** \$25.00 Half day \$50.00 Full day

GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

**Please note: All goods/property brought into GCCEC or onto GCCEC land by an exhibitor is done so at the sole risk of the exhibitor.**

**GCCEC is not responsible for any damage to or theft from the event.**