

Delivery Docket

Deliver To:
NATIONAL CONVENTION CENTRE CANBERRA
LOADING DOCK
31 CONSTITUTION AVENUE
CANBERRA ACT 2601

COMPANY NAME: _____

EVENT NAME: _____

DATE OF EVENT: _____

FUNCTION ROOM: _____ STAND NUMBER: _____

SENDER'S CONTACT NAME: _____

Person sending the goods to the venue

SENDER'S CONTACT PHONE NUMBER: _____

RECEIVER'S CONTACT NAME: _____

Receiver Contact for all other deliveries should be the person the items need to be given to by venue staff

RECEIVER'S CONTACT PHONE NUMBER: _____

PALLET: _____ OF: _____

ITEM: _____ OF: _____

DESCRIPTION OF GOODS (Please Circle):

- Organiser Goods (Deliver to Registration Desk)
- Satchel Materials (Deliver to Registration Desk)
- Exhibition Goods (Deliver to Exhibitor Stand)

**PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
 NATIONAL CONVENTION CENTRE CANBERRA**

**Goods will only be accepted between the hours of 8am and 4pm,
 Monday – Friday, from two (2) working days prior to the event
 All deliveries to be delivered to the Loading Dock**