

## Exhibitor Deliveries and Postage Form

Please see sections 1.4, 1.6, and 1.7 of the Sofitel Brisbane Central Conference Exhibitor Manual 2024 for all information regarding the delivery and bump in process. Should you have any questions please contact the dedicated Events Executive for your event.

Please complete the below 'Deliveries' and 'Post Event Collection' tables and return to the dedicated Events Executive along with the signed '2024 Exhibitors Form' 2 weeks prior to the event. Exhibitors **will not** be allowed to begin bump in until the signed '2024 Exhibitors Form' is received.

Please use the 'Incoming Items Label' and 'Outgoing Items Label' for all deliveries which can be found on pages 2 and 3 of this form.

### Deliveries

<b>Number &amp; description of items:</b> (eg 2 boxes + 3 banners)	
<b>Delivery Date:</b>	
<b>Method of delivery:</b>	
<b>Exhibitor Booth Name &amp; Number:</b>	

### Post Event Collection

<b>Number &amp; description of items:</b> (eg 2 boxes + 3 banners)	
<b>Collection Date:</b>	
<b>Method of Collection:</b>	
<b>Exhibitor Booth Name &amp; Number:</b>	



# Incoming Items Label



Sofitel Brisbane Central loading dock hours are from 7.00am to 1.00pm.  
Please ensure each box and/or item has this incoming items label.

## Receiver Details

<b>Sofitel Brisbane Central Conference &amp; Events Department</b>	
Loading Dock Sofitel Brisbane 249 Turbot Street BRISBANE QLD 4000	Direct Phone: 7 3835 4739 Direct Fax: 07 3832 4704 Email: <a href="mailto:Benjamin.ham@sofitel.com">Benjamin.ham@sofitel.com</a>

## Function Details

Function Name:	
Function Date:	
Sofitel Event Contact:	Benjamin Ham
Function Room:	
Booth Name & Number:	

## Sender's Details

Name/Company Name			
Address:			
Telephone:		Fax:	
Email:			

## Item Details

Description of Items e.g. 1 box and 2 banners	
Total Number of items:	

Item \_\_\_\_\_ of \_\_\_\_\_



## Outgoing Items Label

So Sofitel Brisbane Central loading dock hours are from 7.00am to 1.00pm. Please ensure each box and/or item has this outgoing items label as well as a signed courier consignment note. A courier must be arranged by you or your company and charged to your company.

All items must be collected from the Hotel no more than 48 hours after your Event.

### Receiver's Delivery Details

Name/Company Name			
Address:			
Telephone:		Fax:	
Email:			

### Courier Details/ Pick-Up Details

Courier Company/ Name:			
Consignment / Ref no:		Collection Date:	

### Sender's Details

Name of Sender:			
Function Name:		Function Date:	
Sender's Address:			
Sender's Telephone:			
Sender's Email:			

### Item Details

Description of Items e.g. 1 box and 2 banners	
Total Number of items:	

Item \_\_\_\_\_ of \_\_\_\_\_

