## **DELIVERY ADDRESS:**

BRISBANE CONVENTION & EXHIBITION CENTRE

KITCHEN LOADING DOCK via GLENELG STREET

SOUTH BRISBANE QLD 4101

Please complete the below label and attach to your freight for delivery to BCEC.

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| [x]  **EXHIBITOR FREIGHT** |
| Event Name: | Successes and Failures in Telehealth Conference (SFT-24)  |
| Event #:  | **68176** |
| Event Date: | 14 – 15 November 2024 |
| Space: | Boulevard Auditorium Foyer |
| Client Name: | Iceberg Events – Katie Tomkins | Phone**:** | 0402 663 996 |
| Delivery Date: |  |
| Sender Name: |  | Phone**:** |  |
| Contents: |  |
| NO GOODS WILL BE ACCEPTED MORE THAN TWO WORKING DAYS PRIOR TO EVENT DATE. ALL GOODS TO BE DELIVERED BETWEEN 7:30 AM & 4:00 PM WEEKDAYS |

By signing for this consignment BCEC will not take any responsibility for the condition of the consignment or quantity delivered. All responsibility remains with the sender.

If delivery details are not completed correctly and in full your consignment may be turned away.

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| CLIENT & APPROVED EXHIBITOR FREIGHT | LIMITATIONS  |
| **Client & Client Approved Exhibitor Freight is accepted, stored and charged in its entirety, per event, as below.** **APPROXIMATELY 2 CUBIC METRES AND 200KG** * Free of Charge (FOC) service c/o BCEC.
* We will move this from the dock to your event space or to storage.

**IN EXCESS OF 2 CUBIC METRES AND UP TO 6 CUBIC METRES** * From $55.00 inc GST per cubic metre.
* This cost covers receiving, storage and dispatch.

 Freight in excess of 6 cubic metres may require the engagement of a Freight Forwarding Company. Please speak to your Event Planning Manager.  | SPECIALISED FREIGHTFurniture, items that require packaging, oversized pallets, large crates, custom stands, shell schemes, and themist items must be delivered and collected on the days of the event move-in & move-out. SENSITIVE FREIGHT**Medical equipment** and **some electronic goods** delivered & collected by Specialised “Site-to-Site” transport companies must, also be delivered & collected on the move-in and move-out days of the event.  |
| CONSIDERATIONS |
| 1. Freight/Courier Companies must ensure self-sufficiency with the unloading/loading from the truck. We recommend a tailgate truck in for this provision that will ensure goods are unloaded without a hold-up of requiring a forklift operator.
2. The maximum weight of an item BCEC can handle is 200kg.
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| ACCEPTABLE FREIGHT | RECOMMENDED FREIGHT FORWARDING COMPANIES |
| BCEC will accept predelivery of the following items:* Cartons (maximum weight 20kg)
* Banner bags
* Display cases
* Plastic tubs
* Pallets and rigging banners

Please note these items must be labelled as per freight label.  | GEL Events - Damien Gaffney1300 013 533 / 0435 267 109 / damien@gelevents.com.au |
| COPE Sensitive Freight – Brisbane Office07 3441 4100 / qldcust@cope.com.au  |
| TERMS AND CONDITIONS |
| 1. BCEC will accept Client and Client Approved Exhibitor Freight up to two working days prior to the event.
2. Deliveries of freight outside of our standard operating hours will only be permitted by prior arrangement and agreement with BCEC.
3. Unscheduled or unknown deliveries will be rejected and requested to be redelivered during operating hours or a time agreed to between both parties with sufficient information.
4. Any freight not collected or labelled at the conclusion of event tenancy will be considered ‘abandoned freight’. This will be charged at $110.00 per cubic metre inc GST to handle and store for a maximum of 7 days, after which it will be disposed of.
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