

**DELIVER TO:** Te Pae Christchurch Convention Centre  
 Loading Dock, 102 Armagh Street  
 188 Oxford Terrace  
 Christchurch  
 New Zealand 8011



**DELIVERY LABEL:**

<b>Event Name:</b>			
<b>Event Date:</b>			
<b>Exhibitor Stand Name:</b>		<b>Stand #:</b> (Exhibition only)	
<b>Contact Name:</b>		<b>Mobile #:</b>	
<b>Delivery to:</b> (Tick one only)	Exhibition <input type="checkbox"/>	Satchel Packing <input type="checkbox"/>	Organisers Office <input type="checkbox"/>
<b>Special Instructions:</b>			
<b>Deliver On:</b>		<b>Item ____ of ____</b>	

By signing for delivery of this shipment Te Pae Christchurch does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding that all responsibility remains with the sender. **Goods are to be delivered to the Loading Dock between 07:00-16:00 Mon-Fri. Please contact Te Pae Christchurch Loading Dock Office on arrival at the Centre.**

## Safe Delivery, Storage and Return of Your Items

The delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

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

**Please Note: Goods will not be accepted more than 24 hours before your event.**

If you intend to dispatch your goods via courier from Te Pae Christchurch after the event, it is important you:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5)
- Remove all obsolete labels from packages

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

**Goods are to be collected within 24 hours following the conclusion of the event.**

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

Te Pae Christchurch Convention Centre 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 Te Pae Christchurch or onto Te Pae Christchurch land, is done so at the sole risk of the persons responsible. Te Pae Christchurch Convention Centre is not responsible for any damage to or theft of the items from the event.***