

## EXHIBITOR GOODS DELIVERY LABEL

**TO:**

Te Pae Christchurch Convention Centre  
Loading Dock via Armagh Street  
188 Oxford Terrace  
Christchurch, New Zealand 8011  
ATT: Chris Taylor P 03 266 1425

**Box Number** \_\_\_\_\_ of \_\_\_\_\_

**FROM: SENDER DETAILS**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Name:** South GP CME 2022

**Venue:** Te Pae Christchurch

**All goods to be received from:** Mon 08 August 2022

**Exhibitor Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

**Contact Person on the day:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Delivery & Storage:** Te Pae Christchurch will not permit any goods to be delivered to the venue earlier than the date specified above. Deliveries prior to this date will be turned away

All equipment/brochures must be picked up by 1pm Monday 15 August 2022. Any material still uncollected by this date will be deemed unwanted and disposed of appropriately.

Te Pae Christchurch (03) 266 1400

## Safe Delivery, Storage and Return of you 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 a courier from Te Pae Christchurch after the event, it is important for you to:

- 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 future reference and the tracking of goods through your courier company.

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

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

The 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. The Te Pae Christchurch Convention Centre is not responsible for any damage to or theft of the items from the event.***