

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 GPCME 2025 - Event 14187

Venue: Te Pae Christchurch

All goods to be received from: Mon 11 August 2025

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 18 August 2025. Any material still uncollected by this date will be deemed unwanted and disposed of appropriately.

Te Pae Christchurch (03) 266 1400 Inwards Goods Manager ATT: Chris Taylor P 03 266 1425

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.