

## PCCS 2009 DELIVERY INFORMATION

PLEASE COMPLETE AND RETURN TO CAIRNS CONVENTION CENTRE

Fax 07 4052 1152  
Email [events@cairnsconvention.com.au](mailto:events@cairnsconvention.com.au)

All enquiries regarding delivery/dispatch details, please contact Main Reception on 07 4042 4200

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Sender's Company Name: \_\_\_\_\_

Sender's Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Conference Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

Description of Goods: \_\_\_\_\_

Approx. Cubic Measurement: \_\_\_\_\_ # of Items: \_\_\_\_\_

Is a forklift required to move goods: Yes  No

Approximate Date of Delivery: \_\_\_\_\_ Freight Company: \_\_\_\_\_

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### CONDITIONS

- ◆ It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event.
- ◆ The Cairns Convention Centre will not take delivery of any goods, packages or other materials on behalf of an exhibitor unless previously arranged. The Cairns Convention Centre does not accept responsibility for the safety of any items on, delivered or dispatched to the site in the absence of the Exhibitor, his Agent or Contractor.
- ◆ Deliveries can only be accepted Monday to Friday 09.00am to 5.00pm. For deliveries outside these hours, please contact the Event Coordinator as labour charges may apply.
- ◆ Exhibitors should ensure airway bill numbers/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies.
- ◆ All goods must be removed/dispatched within 72 hours of conclusion of the event. The Centre reserves the right to dispose of any goods after fourteen (14) days.
- ◆ All material dispatched to the Cairns Convention Centre must be clearly marked with the following information:
  - ◇ Company name
  - ◇ Contact person at the exhibition
  - ◇ Stand number
  - ◇ Event name & dates
  - ◇ Room name and floor level
- ◆ **Forwarding Address:**  
Cairns Convention Centre  
Cnr Wharf & Sheridan Streets

# TO: CAIRNS CONVENTION CENTRE

Corner of Wharf & Sheridan Streets  
CAIRNS QLD 4870  
AUSTRALIA



CONFERENCE:	<b>PCCS 2009</b> <b>21 – 26 June 2009</b>		
EVENT COORDINATOR:	NAME: Penny Menzies		

COMPANY NAME:			
CONTACT PERSON AT CONFERENCE:		MOBILE NUMBER:	
ITEM NUMBER: (Eg 1 of 2)	Of	CONSIGNMENT NOTE NUMBER:	

DELIVER TO: (Circle One Only)	Exhibition	Satchel Packing	Organisers Office
BOOTH NUMBER: (Exhibition Only)			