## **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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| **CLIENT APPROVED EXHIBITOR FREIGHT** | | | |
| Stand **#:** |  | Stand Contact: |  |
| Phone: |  |
| Event Name: | ACHSM Asia-Pacific Congress | | |
| Event #: | 73349 | | |
| Event Date: | 22/10/24 - 25/10/24 | | |
| Space: | Plaza Auditorium | | |
| Client Name: |  | Phone**:** |  |
| Delivery Date: | FROM FRIDAY 18 OCTOBER 2024 | | |
| 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 & 5:00 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** | ACCEPTABLE FREIGHT | |
| **Please ensure your freight is approved by the ‘Event Organisers’ for BCEC to accept and handle.**  All associated charges will be forwarded to the ‘Event Organiser’  BCEC will not accept ‘Client Approved Exhibitor Freight’ in the following spaces, but not limited to:   * Great Hall * Exhibition Hall 1 – 4   NB: Exceptions may be applied for other spaces depending on event size, etc. | 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. | |
| LIMITATIONS | | |
| SPECIALISED FREIGHT  Items such as furniture, items that require packaging, oversized pallets, large crates, custom stands and themist items must be delivered and collected on the days of the event move-in & move-out.  SENSITIVE FREIGHT  Sensitive equipment including **medical equipment** and **some electronic goods** that are 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.  Specialised/Sensitive Freight, or freight in excess of 6 cubic metres may require the engagement of a Freight Forwarding Company. | | |
| CONSIDERATIONS | |
| 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. | |
| TERMS AND CONDITIONS | | |
| The Client approves and agrees to associated charges incurred by the use and provision of this **Client Approved Exhibitor Freight Label**.  BCEC will accept **Client** and **Client Approved Exhibitor Freight** up to two working days prior to the event.  Deliveries of freight outside of our standard operating hours will only be permitted by prior arrangement and agreement with BCEC.  Should BCEC not receive prior advice of a delivery, we may reject the freight and request it be redelivered during operating hours or a time agreed to between both parties.  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 incl GST to handle and store for a maximum of 7 days, after which it will be disposed of. | | |