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Delivery Docket

National Convention Centre Canberra
Loading Dock
31 Constitution Avenue, Canberra ACT 2601

Company name: _____

Event name: _____

Event date: _____ Function room: _____

Stand number: _____

Sender's contact name: _____

Sender's contact phone number: _____

Receiver's contact name: _____

Receiver's contact phone number: _____

Pallet: _____ Of: _____

Item: _____ Of: _____

Description of goods (Please select):

Organiser Goods (Deliver to Registration Desk)

Satchel Materials (Deliver to Registration Desk)

Exhibition Goods (Deliver to Exhibitor Stand)

Please affix this label to any materials being sent to the

National Convention Centre Canberra

Goods will only be accepted between the hours of 8am and 4pm,

Monday – Friday, from two (2) working days prior to the event.

**Please use a courier service rather than Australia Post when
sending packages to ensure timely delivery.**

