



**ON ARRIVAL – PLEASE PROCEED TO THE LOADING DOCK SECURITY OFFICE**

**DELIVER TO**

**ROYAL INTERNATIONAL CONVENTION CENTRE – LOADING DOCK**

600 Gregory Terrace  
Bowen Hills Qld 4006  
Brisbane Australia

VENUE CONTACT NAME

CONTACT NUMBER

**DELIVERY DETAILS**

CONFERENCE NAME

LOCATION

CONFERENCE DATE 00 / 00 / 00

REQUIRED FOR SATCHELS

ONSITE CONTACT

ONSITE MOBILE NUMBER

SPECIAL INSTRUCTIONS

**GOODS WILL NOT BE ACCEPTED MORE THAN 24 HOURS BEFORE THE EVENT**

**DELIVERY FROM**

COMPANY

MOBILE NUMBER

CONTACT

ITEMS

ITEM \_\_\_\_\_ of \_\_\_\_\_

**LOADING DOCK HOURS OF OPERATION | 7.00am – 3.30pm | MONDAY to FRIDAY**



## POST EVENT COLLECTION

If you intend to dispatch your goods via a courier from Brisbane Showgrounds or Royal International Convention Centre (Royal ICC) after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items),
- Ensure 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.

### Please Note:

- All goods / property brought into the Royal ICC or onto the Brisbane Showgrounds by an exhibitor is done so at the sole risk of the exhibitor,
- The Royal National Agricultural and Industrial Association of Queensland (RNA) is not responsible for any damage to or theft from the event,
- Storage charges will apply for any goods not collected within 48 hours.
- The RNA reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

### Storage Fees:

- \$25 Half day
- \$50 Full Day

**GOODS MUST BE COLLECTED WITHIN 48 HOURS AFTER THE CONCLUSION OF THE EVENT**