



FREIGHT FORWARDING ADVICE

PLEASE COMPLETE AND RETURN TO CAIRNS CONVENTION CENTRE

Fax 07 4052 1152

Email events@cairnsconvention.com.au

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

Conference Name:	_____	Stand Number:	_____
Sender's Company Name:	_____		
Sender's Contact Name:	_____	Telephone	_____
Email:	_____	Mobile:	_____
Description of Goods e.g. Banner, Box, Pallet	_____		
Special Storage Instructions (e.g. hazardous material, requires refrigeration)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Details:	_____		
Approx. Cubic Measurement:	_____	Number of Items:	_____
Is a Forklift required to move goods:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Approximate Date of Delivery:	_____	Freight Company:	_____

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
CAIRNS QLD 4870

FREIGHT RETURN

Before you leave the Centre

Have you:

- ◆ **Labelled** your freight correctly (return address, contact name, phone number, item numbers, i.e. 1 of 5)?
- ◆ **Attached** con-note & **signed** the Declaration of Dangerous Goods?
- ◆ **Contacted** your freight company to collect your goods?
- ◆ **Completed** the Cairns Convention Centre 'Outgoing Freight' document (green form)?

Courier companies **will not** collect goods unless there is a completed and **signed consignment note** attached to your freight. **Our Centre Staff can't sign any consignment notes on your behalf.**

The Cairns Convention Centre accepts no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes. Freight that has not been collected within 7 days will be disposed of.

Freight Pick Up Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Streets
Cairns QLD 4870

Any questions regarding outgoing freight please call the Cairns Convention Centre Duty Mobile on: 0474 420 956 or during office hours the Main Reception: 07 4042 4200

TO: CAIRNS CONVENTION CENTRE
Corner of Wharf & Sheridan Streets
CAIRNS QLD 4870
AUSTRALIA



CONFERENCE NAME:			
CONFERENCE DATE:			

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

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

By signing for delivery of this shipment CCC does not take any responsibility for the condition of the goods or quantity received. All responsibility remains with the sender. **Goods to be delivered between 0900-1700 Mon-Fri. Please call CCC Reception on (07) 4042 4200 on arrival at the Centre.**