

Delivery Docket

**DELIVER TO:
NATIONAL CONVENTION CENTRE
31 CONSTITUTION AVE
CANBERRA ACT 2601**

COMPANY NAME: _____

EVENT NAME: _____

DATE OF EVENT: _____

ROOM: _____ STAND NUMBER: _____

SENDERS CONTACT NAME: _____

SENDERS CONTACT PHONE NUMBER: _____

RECEIVERS CONTACT NAME: _____

RECEIVERS CONTACT PHONE NUMBERS: _____

PALLET: _____ OF: _____

ITEM: _____ OF: _____

DESCRIPTION OF GOODS (PLEASE CIRCLE):

- Organiser Goods
- Satchel Materials
- Exhibition Goods

**PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
NATIONAL CONVENTION CENTRE**

**Goods will only be accepted between the hours of 8am and 4pm, Mon – Fri,
two (2) working days prior to the event**