

**ATTENTION:**

Name:

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Address:

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**OUTGOING DISPATCH LABEL:**

<b>Pick Up/Courier Name:</b>			
<b>Dispatch Date:</b>			
<b>Exhibitor Company:</b>		<b>Stand #:</b>	
<b>Contact Name:</b>		<b>Mobile #:</b>	
<b>Item Description:</b>		<b>Item # _____ of # _____</b>	

Te Pae Christchurch does not take any responsibility for the condition of the goods or quantity dispatched. This label is attached to each item with the understanding that all responsibility remains with the sender. **Goods are to be dispatched from the Loading Dock between 07:00-16:00 Mon-Fri. Please contact Te Pae Christchurch Loading Dock Office on arrival at the Centre.**

## Safe Delivery, Storage and Return of your Items

The delivery label needs to be completed accurately in order to ensure the dispatch and correct allocation of your goods.

Loading Dock hours are from 07:00 – 16:00 Monday to Friday

**Goods are to be collected within 24 hours after the conclusion of the event.**

Please note: Storage charges will apply for goods not collected after this time.

If you intend to dispatch your goods via a courier from Te Pae Christchurch after the event, it is important for you to:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly. Te Pae Christchurch will not sign any consignments on your behalf
- 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.

The Te Pae Christchurch Convention Centre reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

***PLEASE NOTE: All goods / property brought into Te Pae Christchurch or onto Te Pae Christchurch land, is done so at the sole risk of the persons responsible. The Te Pae Christchurch Convention Centre is not responsible for any damage to or theft of the items from the event.***