

Deliver to:

CLAUDELANDS EVENTS CENTRE
Gate 6, Brooklyn Road
Hamilton 3214

COURIER COMPANY	DESCRIPTION OF ITEMS (e.g. boxes, pallets, banner etc)	NUMBER OF ITEMS	OTHER INFORMATION
SENDER ADDRESS		SENDER NAME	
		SENDER NUMBER	
EVENT DETAILS			
EVENT NAME	EVENT DATE(S)	STAND NAME & CONTACT (include onsite contact number)	STAND # / ALLOCATION
Deliveries accepted Monday – Friday 8:30am – 3:00pm and all day during event days			

*Claudeland's will sign for all deliveries as 'received not checked' and will hand over once the organiser is on site.
We take care with deliveries prior to your arrival on site, however we accept no responsibility for damage or loss.*

Delivering your items to Claudelands

If you need to deliver something to Claudelands for your event, please label all packages with the above template. The delivery label must be completed accurately to ensure the arrival and collection of your goods.

All deliveries and collections are to report to Gate 6, Brookly Road, unless otherwise stated by your Event Manager. Deliveries will be distributed to the correct location by Claudelands staff. All items for collection must be left with Claudelands administration clearly displaying the return address and consignment note from your courier company. All obsolete labels should be removed.

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Approval is required in advance for all large deliveries. Please notify your Exhibition Organiser prior to any large items being delivered to the venue.

Please note; goods may not be accepted more than 24 hours before your event (please check with your Exhibition Organiser) and should be collected no more than 24 hours after the conclusion of your event.

Claudelands reserves the right to dispose of any items remaining one week after the conclusion of your event.