

Deliver to:

COURIER COMPANY	DESCRIPTION OF ITEMS (e.g. boxes, pallets, banner etc)	NUMBER OF ITEMS	OTHER INFORMATION
SENDER ADDRESS	Claudelands Events Centre Gate 6, Brooklyn Road Claudelands Hamilton 3214	SENDER NAME	
		SENDER NUMBER	
EVENT DETAILS			
EVENT NAME	EVENT DATE(S)	STAND NAME & CONTACT (include onsite contact number)	CLAUDELANDS EVENT MANAGER
Pick ups accepted Monday – Friday 8:30am – 3:00pm and all day during event days			

Claudeland's will take care with your items once you depart from site, however we accept no responsibility for damage or loss.

Collecting your items from Claudelands

If you need an item collected from Claudelands after your event, please label all packages with the above template. The delivery label must be completed accurately to ensure the collection of your goods.

All deliveries and collections are to report to Gate 6, Brooklyn Road, unless otherwise stated by your Event Manager. 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.

We take care with your items once you have departed site, however we accept no responsibility for damage or loss.

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

Please note; goods should be collected no more than 24 hours after the conclusion of your event unless you have prior permission from your Event Manager.

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