**A.** 31 Constitution Ave, Canberra ACT
**T.** +61 2 6276 5200
**E.** nccc.exhibitor@ihg.com
**nccc.com.au**

NATIONAL CONVENTION CENTRE Canberra

# Delivery Docket

National Convention Centre Canberra
Loading Dock
31 Constitution Avenue, Canberra ACT 2601

Company name: _____

Event name: _____

Event date: _____ Function room:_____

Stand number: _____

Sender's contact name: _____

Sender's contact phone number: _____

Receiver's contact name: _____

Receiver's contact phone number: _____

Pallet: _____ Of: _____

Item: _____ Of: _____

**Description of goods (Please select):**

- ☐ Organiser Goods (Deliver to Registration Desk)
- ☐ Satchel Materials (Deliver to Registration Desk)
- ☐ Exhibition Goods (Deliver to Exhibitor Stand)

**Please affix this label to any materials being sent to the**
**National Convention Centre Canberra**
**Goods will only be accepted between the hours of 8am and 4pm,**
**Monday – Friday, from two (2) working days prior to the event.**

**Please use a courier service rather than Australia Post when sending packages to ensure timely delivery.**