



Please complete and return this form a minimum of twenty one (21) days prior to exhibitorrequests@rna.org.au

DELIVERY NOTIFICATION

EVENT NAME			
IS THIS REQUIRED FOR A STAND		IS THIS REQUIRED FOR ORGANISERS OFFICE	
STAND NUMBER (if applicable)		CONTACT NAME	
EMAIL		MOBILE NUMBER	
COMPANY NAME			
STREET ADDRESS			
DATE/TIME OF ARRIVAL		DATE/TIME OF PICK UP	
COURIER/TRANSPORT COMPANY			

ITEM #	DESCRIPTION	DIMENSIONS	WEIGHT	IS FORKLIFT REQUIRED TO UNLOAD
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

RECEIPT CONFIRMATION

RECEIVED IN GOOD ORDER BY (please print name)			
SIGNATURE		DATE	00 / 00 / 00

LOADING DOCK HOURS OF OPERATION | 7.00am – 3.30pm | MONDAY to FRIDAY

Royal International Convention Centre
Brisbane Showgrounds
600 Gregory Terrace, Bowen Hills
Brisbane Queensland 4006 Australia

Locked Bag 1010
Albion QLD 4010 Australia

T +61 7 3253 3900
F +61 7 3257 1428
E enquiries@royalicc.com.au
enquiries@brisbaneshowgrounds.com.au
W www.royalicc.com.au
www.brisbaneshowgrounds.com.au
ABN 41 417 513 726

POST EVENT COLLECTION

If you intend to dispatch your goods via a courier from Brisbane Showgrounds or Royal International Convention Centre (Royal ICC) after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items),
- Ensure the consignment note is completed correctly,
- 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.

Please Note:

- All goods / property brought into the Royal ICC or onto the Brisbane Showgrounds by an exhibitor is done so at the sole risk of the exhibitor,
- The Royal National Agricultural and Industrial Association of Queensland (RNA) is not responsible for any damage to or theft from the event,
- Storage charges will apply for any goods not collected within 48 hours.
- The RNA reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

Storage Fees:

- \$25 Half day
- \$50 Full Day

GOODS MUST BE COLLECTED WITHIN 48 HOURS AFTER THE CONCLUSION OF THE EVENT