



Dear Exhibitors

To ensure a smooth departure, please make sure you complete the following steps:

- All freight is packed
- Every box is clearly labelled
- Consignment note completed signed and attached to goods
- Ensure transportation arrangements are carried out before departure

The Centre will not be held liable for any losses or damages to goods.

Exhibitors must ensure transportation has been arranged for their goods with the appropriate consignment notes completed and attached within three (3) business days after the event. The Centre reserves the right to charge an additional storage fee of \$150 per day, or dispose of any goods after three (3) business days.

All event freight (deliveries or collections) should be directed to the Darwin Convention Centre Loading Dock, Stokes Hill Road, Darwin-NT 0800. Loading Dock operating hours are 8.30am – 5.30pm, Monday to Friday. Arrangements must be made with the Centre for any deliveries or collections outside these hours.

We hope you have enjoyed your time at the Centre and look forward to the privilege of hosting you once again.

If you require any further information or assistance, please contact the Darwin Convention Centre, and we will be happy to assist.

Yours sincerely

Darwin Convention Centre