

**Pavilion and Theatre Loading Docks are open during the move in and move out period of each individual event. Contact your Event Organiser for details. Administration Loading Dock is open Monday - Friday 7am - 5pm. If the loading dock is unattended, please call Security on 0406 382 414.**

## Delivery Details

### Perth Convention and Exhibition Centre

21 Mounts Bay Road  
PERTH WA 6000

Pavilion Loading Dock 1  2  3

4  5  6

Theatre Loading Dock  Administration Loading Dock

Event name:

Event date:

Event location:

Stand number:

Stand name:

Onsite exhibitor name:

Onsite exhibitor number:

Event organiser name:

## Sender Details

Company name:

Company address:

Contact person:

Contact number:

I am an: Organiser  Exhibitor



**The Event Organiser must inform their PCEC Event Manager of any delivery of goods or site access cannot be guaranteed.**

### Please note the below:

- PCEC employees **WILL NOT SIGN** for any deliveries. Please arrange authority to leave without a signature or couriers **WILL NOT DELIVER**
- Access to deliver goods is only available during the official **MOVE IN PERIOD** of the event.
- In the Pavilions and Theatre Docks, your representative **MUST BE PRESENT** to accept and handle freight. PCEC Logistics can provide this service at an additional cost.
- In the Administration Loading Dock, PCEC Logistics is the exclusive supplier of freight logistics services and must be engaged at an additional cost to store, handle, and move goods from the dock to the event space. This must be **PRE-ARRANGED** through the Event Organiser.
- Whilst making deliveries you must be in **HIGH-VISIBILITY CLOTHING AND ENCLOSED SHOES**
- There is **NO PARKING** available on the loading dock

Left over items not collected within the official **MOVE OUT PERIOD** will be disposed of, or additional charges for storage and handling will be incurred.

*Clients, Agents and Exhibitors shall indemnify and hold harmless PCEC and its agents from any and all liability connected with deliveries.*

**ITEM**  **OF**