



Please note forms must be returned to your Event Manager or Exhibitor@pcec.com.au no less than 20 business days prior to the event.

Contact Details

Event Name		Event Date	
Contact Name		A.B.N.	
Company Name		Company Street Address	
Stand Name		Stand No.	
Phone		Email	
Nature of Work at PCEC	Organiser <input type="checkbox"/> Exhibitor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		

All Organisers, Exhibitors and Subcontractors arranging assistance with logistics and/or storage must return this completed form to your Event Manager or Exhibitor@pcec.com.au at least 20 Business Days prior to the event. A PCEC representative will make contact and discuss logistics and storage needs.

Please read the following general guidelines:

- PCEC retains the right to exclusively provide logistics services to Organisers and Exhibitors through the Administration Loading Dock (access to Level 2 and 3).
- Subcontractors engaged by the Organiser/Exhibitor can move equipment and products through the Administration Loading Dock following written approval by the venue, and compliance to the venue's requirements. All Subcontractors must load/unload their equipment at the scheduled time.
- Any Forklift requirements within the Pavilion will need to allocate for a Spotter as per the venue's WHS requirements.
- Storage of goods will be based on a day rate.
- Organisers will be provided storage for their goods 48 hours before their event, and 24 hours after their event. All other parties will be charged for storage if the goods are not removed after the Organisers tenanted period.
- Any product over 100kgs must be placed on a pallet to enable safe transportation.
- There is no parking on the loading dock.
- PCEC will not sign for any delivery of products.
- PCEC does not accept liability of damage.

Type of Items Being Delivered

Type of Goods	Quantity
Banner	
Crate	
Box	
Pallet	
Bulky Equipment <500kgs	
Bulky Equipment >500kgs	
Specialised or Sensitive Equipment	
Large Bulky Equipment (e.g., Custom Stands)	

**Details of Items Being Delivered**

Anything larger than 1m² or 100kg must include specific details of the length, width, height, and weight.
Anything else must be described with enough detail to identify.

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How will the Goods be Delivered?

Courier	
Company - Standard Vehicle (Car or Van)	
Company - Pantech Truck (Rear Loaded)	
Company - Side Loaded Truck	
Sensitive Freight Courier	
Other	
Unknown	

Delivery Company Name and Contact Details

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Special Delivery Time Requests

To request delivery or pick up outside of the Administration Loading Dock opening hours of 0700 – 1700
Monday to Friday, please provide details below.

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What Support is Required?

Forklift Unloading	
Transport to the Stand or Room	
Storage	
Subcontractors – Scheduled Time to Unload Equipment	
Freight Forwarding	
Other	

Based on the above information, PCEC will respond on how we are able to assist with your logistics requirements.