



## Delivery Docket

**Deliver To:**  
**Kaigi Conferencing and Events,**  
**Level 1, The Realm, 18 National Circuit,**  
**Barton ACT 2600**

COMPANY NAME: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

FUNCTION ROOM: \_\_\_\_\_ STAND NUMBER: \_\_\_\_\_

SENDER'S CONTACT NAME: \_\_\_\_\_  
Person sending the goods to the venue

SENDER'S CONTACT PHONE NUMBER: \_\_\_\_\_

RECEIVER'S CONTACT NAME: \_\_\_\_\_  
Receiver Contact for all other deliveries should be the person the items need to be given to by venue staff

RECEIVER'S CONTACT PHONE NUMBER: \_\_\_\_\_

PALLET: \_\_\_\_\_ OF: \_\_\_\_\_

ITEM: \_\_\_\_\_ OF: \_\_\_\_\_

DESCRIPTION OF GOODS (Please Circle):

- 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  
KAIGI CONFERENCING AND EVENTS**  
**Goods will only be accepted between the hours of 8am and 4pm,  
Monday – Friday, from two (2) working days prior to the event**