

Administration Loading Dock hours are 7:30am to 2:30pm Monday to Friday. If the loading dock is unattended, please call Security on 08 9338 0334.

Forwarding Address

Company name:

Company address:

Contact person:

Contact number:

Pick Up Details

**Perth Convention and Exhibition Centre
C/O Administration Loading Dock**

21 Mounts Bay Road
PERTH WA 6000

Collection Instructions:

Items to be packed up during move out – items are to be collected, *0900hrs on the first business day post the event.*

Function Details

Event name:

Event date:

Event location:

Onsite contact person:

Onsite contact number:



Please ensure that this notice is attached to all items that require collection from PCEC.

Please note that Consignment Notes will also be required by couriers.

You will be required to complete the **PCEC Contractor Induction** should you be collecting deliveries from the event space via back of house areas. Spot checks will be conducted onsite.

Please note the below:

- There is **NO FORKLIFTING** outside of operational hours
- Please ensure you are in high-visibility clothing and enclosed shoes
- There is **NO PARKING** available on the loading dock

Left over items not collected within two business day of the event will be disposed of.

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

ITEM

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