**Melbourne Cricket Ground – MCG Events**

**Delivery Form**

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| **Delivery Address** | **MELBOURNE CRICKET GROUND**  Entrance B, Brunton Avenue  Richmond, Victoria 3002  Receiving Bay (glass office at bottom of ramp)  **Height restriction apply for all deliveries - 3.8m clearance** |
| **MCG Events CONTACT** | Yesha Gaungoo – 0407 961 387 - [ygaungoo@mcgevents.com.au](mailto:ygaungoo@mcgevents.com.au) |

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| --- | --- |
| **DELIVERY DETAILS** | |
| Delivery Date | Add by partner |
| Delivery Time – 7am to 12pm Mon-Fri | Add by partner |

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| **EVENT INFORMATION** | |
| Function Date | 14-15 November 2023 |
| Function Name | Project Controls Expo Australia |
| Function Room | Add by partner |

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| --- | --- |
| **CONTACT DETAILS** | |
| COMPANY NAME (Including Stand # If Applicable) | Add by partner |
| SENDER – Name and Contact Number | Add by partner |
| Courier Company | Add by partner |

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| **ITEM DETAILS** | **UNIT** | **QTY** |
| List of your all items in the parcel |  |  |
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| **TOTAL CARTONS TO BE DELIVERED** | |  |

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| Removal Details |  |
| **PLEASE NOTE: All items must be removed from the venue within 2 x business days post event** | |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Date received |  |
| Received by |  |

**General Information**

### Delivery Details

* Deliveries are accepted between **7am – 12pm (Monday – Friday)**

*Delaware North does not take any responsibility of delivery attempts to the venue outside of these hours*

* Email a completed copy of the delivery form to [ygaungoo@mcgevents.com.au](mailto:ygaungoo@mcgevents.com.au) prior to expected delivery date
* Items are to be delivered no earlier than 2 days prior to the event
* A delivery form must be attached to each item being delivered e.g. 1 of 5, 2 of 5
* Deliveries to the venue without delivery forms will not be accepted

### Removal Details

* At the end of your function, we ask that all items be taken with you on the day

If this is not possible, collection needs to be arranged for the following business day

* Collections are accepted between **7am – 12pm (Monday – Friday)**

*Delaware North does not take any responsibility of collection attempts to the venue outside of these hours*

* Should any items not be picked up within the above timeframes or without prior arrangement for collection it will be

deemed abandoned

* It is the responsibility of the exhibitor or client to pack and seal all packages. Delaware North will not be responsible for incorrectly labelled or unsealed packages.
* Should courier company be collecting goods, please ensure consignment form/s is signed prior to leaving the venue, as Delaware North is unable to sign the form on your behalf

