

# DELIVERY LABEL

**DELIVER TO:** The Event Department



**Bankstown Sports Club  
8 Greenfield Parade  
Bankstown NSW 2200  
Loading Dock via Macdonald Lane**

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**EVENT NAME**

**CONTACT NAME**

Phone:

**SPECIAL INSTRUCTIONS**

**ITEM \_\_\_\_\_ of \_\_\_\_\_ DELIVER ON:**



## Safe Deliver, Storage and Return of your items Bankstown Sports Event Centre

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Loading Dock hours are from 7.30am - 4.00pm

If you intend to dispatch your goods via a courier from the Event Centre after the event, it is important for you to:

- Bring a consignment note with you
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (eg. Package 1 of 2)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

**Goods are to be collected within two (2) working days from the conclusion of the event.**

Storage charges will apply to goods remaining after this time. Bankstown Sports Event Centre reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

Please note that all goods / property brought into the Bankstown Sports Event Centre is done so at the sole risk of the hirer /exhibitor. Bankstown Sports Event Centre is not responsible for any damage or theft from the event.