



alice springs
CONVENTION
CENTRE

Exhibition & Convention Information Manual

The information contained within the Exhibition and Convention Information Manual is intended as a guide for Exhibition and Conference Organisers, Exhibitors and Delegates. To ensure that your function runs as smoothly as possible, please provide all exhibitors with the following information.

ALICE SPRINGS CONVENTION CENTRE

PO Box 2632

Alice Springs NT 0871

93 Barrett Drive

Alice Springs NT 0870

T: (08) 8950 0200 F: (08) 8950 0300

E: info@aspcc.com.au

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1. ADMINISTRATIVE SUPPORT SERVICES

The following services are available from the Alice Springs Convention Centre Administration Desk. An Administration Assistant is available from 8.00am to 4.30pm Mon – Fri to assist you with these tasks.

PHOTOCOPIES – BLACK & WHITE AVAILABLE ONLY

A4 single sided photocopy	\$ 0.25 per page
A4 double sided photocopy	\$ 0.35 per page
A3 single sided photocopy	\$ 0.40 per page
Sorting & stapling	additional charge of \$ 0.10 per group

PRINTING

Laptop Hire- ten minutes or less, at the Administration Desk*	\$ 10.00 per ten mins
A4 Black & White	\$ 0.50 per page
A4 Colour	\$ 1.00 per page
A3 Black & White	\$ 1.00 per page
A3 Colour	\$ 2.00 per page

**Personal laptops (in most cases,) and laptops hired from the Alice Springs Convention Centre can be plugged directly into a printer at no extra charge. The above printing fees will apply. As foreign disks are unable to be inserted into Alice Springs Convention Centre networked terminals, delegates who have a disk or CD but no laptop will incur charges for short term laptop hire.*

FACSIMILE

Send Local	\$ 1.00 per fax (regardless of length)
Send Interstate	\$ 2.00 first page
	\$ 1.00 per each additional page
Send International	\$ 3.00 first page
	\$ 2.00 per each additional page
Receive a fax*	\$ 0.25 per page

**Please inform the Administration Assistant if you are having a fax sent to you via the Alice Springs Convention Centre fax number. No guarantee can be given to have a fax promptly delivered to your function room without prior notification and payment.*

OVERHEAD TRANSPARENCIES

Blank A4 Transparent Sheet	\$ 1.25 per sheet
Photocopy on A4 Black & White	\$ 1.50 per sheet
Print on A4 Black & White	\$ 1.75 per sheet
Print on A4 Colour	\$ 2.00 per sheet

TYPING

Less than an hour	\$ 8.00 per 10 min
One hour	\$ 40.00 per hr
Incorporating Graphics & Design Work	\$ 60.00 per hr

BINDING

Document binding	\$ 3.00 per booklet
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STATIONERY PURCHASE

Items such as disks, pins, velcro, tape and markers are available (in limited supply only) at the Administration Desk, should delegates overlook bringing stationery of their own. Relevant charges apply.

STATIONERY SECURITY DEPOSIT

Items such as scissors and staplers are available on a refundable basis, should delegates overlook the need to bring their own. Full payment is required and will be refunded upon return of all items in working order.

2. BUMP IN

Exhibitors are encouraged to attach the delivery note on the last page of this Information Manual to each separate freight item for ease of booth setup.

Exhibitors should aim for exhibition materials to arrive at the Convention Centre 48 hours prior to the exhibition commencement. Please be aware that freight may be in transit for up to 10 days. The Alice Springs Convention Centre accepts no responsibility for materials in transit. The Exhibitor should check with their freight company, (by quoting their consignment number), who can provide confirmation that exhibition materials have arrived.

Materials will be stored and may be collected from the storage area by individual Exhibitors. We are committed to ensuring collection is as smooth as possible, and therefore it is **IMPORTANT** that you pre-arrange access times with the Convention Centre. Trolleys will be made available for Exhibitors.

3. BUMP OUT

Courier collection should be prearranged **BEFORE** commencement of the event to ensure smooth and timely transit of goods at its conclusion. Materials can be stored at the conclusion of the event for a period of 48 hours. Items left after 48 hours will be deemed abandoned.

It is the Exhibitor's responsibility to correctly seal and clearly label materials for courier collection. It is imperative that Exhibitors use their own company name as a contact on consignment notes, as the Alice Springs Convention Centre cannot competently advise a courier company in regards to items that the Convention Centre did not itself pack.

The Alice Springs Convention Centre accepts no responsibility for materials being stored at the conclusion of events.

4. EXHIBITION EQUIPMENT

POWER

Power supply will be charged at \$15.00 per day per booth.

An electrical power distribution system is available from the Centre's Technical Staff. Portable power board connection to the Centre's mains, three-phase power boards and connections are subject to availability and a refundable security deposit payment. Power connection for individual booths is the responsibility of the Exhibitor.

PLUMBING

The Alice Springs Convention Centre can arrange water supply for the operation of machinery in the exhibition area. The Centre reserves the right to relocate Exhibitors at the request of the Exhibition Organiser for this additional service. Industry plumbing charges apply and contractors must be approved by Alice Springs Convention Centre Management.

TRUSSES

Exhibitors utilising portable trusses and other materials suspended from the ceiling must provide a certificate of currency demonstrating compliance with the relevant safety authority. Alice Springs Convention Centre management must approve any nominated contractors.

SCISSOR LIFTS

Scissor Lifts are available for hire to licensed operators, (subject to availability). Operators must present licenses on application. The Alice Springs Convention Centre is able supply licensed operators at \$27.50 per person per hour, when notice is provided.

FORK LIFTS

Forklifts are available to licensed operators free of charge for a limited time during bump in and bump out, (subject to availability). All operators must present licenses before machine operation. For guaranteed unrestricted use, a Forklift should be hired through your Banquet Sales Executive. Quotes are provided on application. The Alice Springs Convention Centre can also supply licensed operators at \$27.50 per person per hour, when notice is provided.

5. FOOD & BEVERAGE

STAND CATERING

Only the Alice Springs Convention Centre and its agents may provide and/or sell food and beverage on the premises. Please refer to our catering compendium for our full range of cocktail menus, continuous tea and coffee stations, lunch boxes and beverage package options.

FUNCTION ROOMS

Whether you're hosting a cocktail reception or a special event dinner our multi-dimensional function rooms and outdoor areas are sure to impress. Please ask your Banquet Sales Executive to provide a tailored quote to suit your requirements.

6. IN-HOUSE AUDIOVISUAL*

The Alice Springs Convention Centre possesses the very latest audiovisual equipment. Our In-House Audiovisual Technician can provide a quotation to suit your individual needs from television and video conferencing equipment to full production facilities. He can be contacted on 0418 893 334, and can be available on-site throughout the exhibition period.

The In-House Audiovisual team also offers the following services:

OFFICE EQUIPMENT HIRE

Facsimile machines**(Laser)	\$ P.O.A
Photocopiers	\$ P.O.A

***Call charges and connection charges apply as per telephone lines.*

LAPTOP HIRE

Compaq Evo Pentium 3 1.6 ghz	From \$137.50 per day
Apple ibook OS X	From \$154.00 per day

NETWORK CABLING

Alice Springs Convention Centre possesses a high speed network cabling system throughout the entire venue. The In-House Audiovisual Technician provides network patching, computer cabling and technical advice.

**Audio visual equipment must be obtained from the Alice Springs Convention Centre unless:*

- 1. Permission is otherwise granted by Convention Centre Management.*
- 2. The Convention Centre or its agent is unable to supply the equipment.*

Please see Contact List for Audiovisual contact details.

7. TELECOMMUNICATION AND INTERNET LINE SERVICES

MODEM /TELEPHONE LINES – Through PABX

Alice Springs Convention Centre has provision for telephone connection at various points throughout the centre.

Telephone connection charge	\$95.50 per connection.
Handset charge	\$ 5.00 per day per handset
Local, Interstate and International calls are priced per pulse.	

ISDN LINES

ISDN connection	\$145.00 per connection
Call charges priced per pulse rate	

BROADBAND/HIGH SPEED DIRECT INTERNET

256 kbps (DCHP)	\$ 165.00 per connection
Access fee per day includes 500 MGB of Data	\$ 200.00 per day

8. EXHIBITION TERMS & CONDITIONS

Alice Springs Convention Centre provides the following information to ensure the smooth transition for Exhibition Organisers and Exhibitors before, during, and after all events. Should you have any queries, our event Sales Team would be delighted to provide assistance.

1. Liability

Except where the Alice Springs Convention Centre has effective insurance cover as stated in the Alice Springs Convention Centre Terms and Conditions:

- 1.1 The Alice Springs Convention Centre requires the Exhibition Organiser to provide evidence for public liability insurance to the value of 10 million dollars, indemnifying the Alice Springs Convention Centre and Lasseters Hotel Casino trading on behalf of Ford Dynasty.
- 1.2 The Alice Springs Convention Centre is not responsible for any loss or damage to any products exhibited.
- 1.3 The Alice Springs Convention Centre shall not be liable to the Exhibitor for any loss or damage arising out of accidents affecting any person including the Exhibitor and arising in the course of the exhibition.
- 1.4 The Exhibitor will be responsible for any damage to the walls or the floor of the building as may be occupied by the exhibitor.
- 1.5 The Exhibitor shall indemnify and hold harmless the Alice Springs Convention Centre for all such loss and damages claims arising in connection with the exhibitor's activities at the exhibition.
- 1.6 Where there is more than one Exhibitor occupying space their liability will be joint and several.

2. Venue Presentation

- 2.1 The Exhibitor will keep the area occupied clean and presentable to the standard of the Alice Springs Convention Centre.
- 2.2 The Alice Springs Convention Centre will organise the hire of a 3 metre cubic waste skip at a fee of \$60.00 per clearance, which will be on-charged to the Event Organiser. This price includes delivery, return and dump fees. The Exhibitor and Event Organiser are to ensure that a waste skip for disposal of any excessive exhibition materials has been organised prior to the exhibition's commencement.

3. Exhibitors' Equipment

- 3.1 The Alice Springs Convention Centre will provide limited storage space for Exhibitors' equipment.
- 3.2 No goods of any description may be recovered after the 48 hours following the exhibition conclusion without the written consent of the Alice Springs Convention Centre.

4. Exhibition Layout, Schedule and Booth Activities

- 4.1 The Alice Springs Convention Centre reserves the right to refuse an application, cancel an agreement, relocate an Exhibitor's stand or amend the floor plan at the Alice Springs Convention Centre Management's discretion.
- 4.2 The Alice Springs Convention Centre may postpone or amend the scheduled exhibition times to such a time which in the opinion of the Alice Springs Convention Centre is more suitable for the exhibition. The Alice Springs Convention Centre will not be liable for any loss caused, provided that this right will be exercised only where circumstances arise to make it necessary.
- 4.3 The Alice Springs Convention Centre may reject and/or require any display or demonstration by any Exhibitor which is in the opinion of the Alice Springs Convention Centre to be causing a disturbance or constitutes a nuisance or is likely to lead to a prosecution as being offensive or otherwise unlawful to be recovered or stopped.
- 4.4 No lottery, raffle, guessing game of chance, or side-show shall be conducted without consent of the Alice Springs Convention Centre.
- 4.5 No Exhibitor will, without the approval of the Alice Springs Convention Centre, use any microphone, sound amplification, or musical instrument.
- 4.6 No electrical work will be undertaken without the consent of the Alice Springs Convention Centre and then only by an Electrical Contractor to be approved by the Alice Springs Convention Centre.
- 4.7 Additional requirements including food and beverage, rigging, banners, lighting, audiovisual, telecommunications and computers, plumbing and power will incur an additional expense and must be approved by Alice Springs Convention Centre Management.
- 4.8 Weapons and firearms are restricted from any exhibition.

5. Exhibition Accounts

- 5.1 In the event of non-payment of any monies due to this agreement or in the event of the breach of any condition on the part of any Exhibitor to be observed then all monies paid will be absolutely forfeited and the Exhibitor will have no right to occupy any space allocated and will have no claim

against Alice Springs Convention Centre. In the event of forfeiture for any reason the Exhibitor will not be released from any liability.

- 5.2 The Exhibitor will not be entitled to any refund in the event of cancellation of the exhibition because of industrial action, blackouts, fire, act of God or any other cause beyond the control of Alice Springs Convention Centre Management.

6. Agreement

- 6.1 The Exhibitor and Exhibition Organiser will comply with all rules and regulations of the authority, being the Alice Springs Convention Centre, having control over the building.
- 6.2 The Exhibitor and Exhibition Organiser are to ensure that Sub Contractors, contracted for an event, are bound by the same standard conditions and permissions by the Alice Springs Convention Centre.
- 6.3 The Alice Springs Convention Centre may amend, alter or add to these Terms & Conditions at any time prior to completion of the exhibition, but so as not to demise the space.
- 6.4 The Exhibitor shall at their own expense and at all times in the exercise of their rights observe and comply with the terms below:
- a. Every statute and every rule, regulation, ordinance and/or by law made under and including without limitation any of the regulations
 - b. The requirements and/or direction of any competent authority

Signed Acceptance

By signing this form, I understand and accept the quotation/proposal and the Terms & Conditions (including deposit schedules and cancellation charge policies) and that all information pertaining to the event will be provided in accordance with the Terms & Conditions.

Event Name & Date

Company/Organisation

Invoice Number

Signature

Name (please print)

Date

9. EXHIBITOR CHECKLIST

	Responsibility	Done
Accommodation and Air Travel		
Audio Visual		
Banners and Rigging		
Best New Product Award		
Catalogue Advertising		
Catalogue Listing		
Catering		
Computer		
Customs		
Display		
Equipment Checklist		
Exhibitor Badges		
Furniture		
Gas Requirements		
Health Regulations		
Important Contacts		
International Exhibitor Ribbons		
Lighting & Power		
Materials Handling / Transport		
Photography		
Plant & Floral		
Publicity		
Registration and Sales Lead Tracker		
Telephone & Facsimile Lines		
Temporary Staff		
Visitor Invitations		
Water & Waste		

10. CONTACT LIST

VENUE

Alice Springs Convention Centre

93 Barrett Drive

PO Box 2632

Alice Springs NT 0871

E: info@aspcc.com.au

W: www.alicespringsconventioncentre.com.au

T: (08) 8950 0200

F: (08) 8950 0300

ACCOMMODATION

Lasseters Hotel Casino

93 Barrett Drive

PO Box 2632

Alice Springs NT 0871

E: reservations@lasseters.com

W: www.lassetershotelcasino.com

Toll Free: 1800 808 975

T: (08) 8950 7777

F: (08) 8953 1680

AUDIOVISUAL EQUIPMENT

Top End Sounds Alice Springs

PO Box 4825

Alice Springs NT 0871

E: alicesprings@topendsounds.com.au

W: www.topendsounds.com.au

Steve Davidson

Operations Manager

T: (08) 8950 0216

M: (0418) 893 334

F: (08) 8950 0301

BANNERS

(Vented banners recommended for Porte Cochere)

Brushcraft

5 Brown Street

Alice Springs NT 0870

E: brushcraft@octa4.net.au

Chris Scott

Owner / Manager

T/F: (08) 8953 2850

TJ Signs

2 Smith Street

PO Box 1730

Alice Springs NT

E: tjsigns@bigpond.com

T: 8952 5075

F: 8953 0619

FURNITURE

Adelaide Expo Hire

31 Deeds Road

T: (08) 8159 9333

F: (08) 8234 2275

North Plympton SA 5037

E: adexpo@ae.com.au

W: www.ae.com.au

Moreton Hire

22 Musgrave Street

Westend QLD 4101

E: brisbane@moretonhire.com.au

W: www.moretonhire.com.au

T: (07) 3307 4444

F: (07) 3307 4449

The Exhibitionist

74 McMinn Street

Darwin NT 0801

E: exhibitionist@exhibitionist.com.au

W: www.exhibitionist.com.au

Andrew Griffen

Owner/ Manager

T: (08) 8981 3166

F: (08) 8981 3866

LIGHTING AND POWER

Please see AUDIOVISUAL.

PLANTS & FLORAL

Inland Nursery

14 Hele Crescent

Alice Springs NT 0870

T: (08) 8953 0655

F: (08) 8953 0693

Phone-a-flower

125 Todd Street

Alice Springs NT 0870

Debra McCormack

Owner/Manager

T: (08) 8952 8859

F: (08) 8953 0095

June Smith Florist

Shop 9,

Yeperenye Shopping Centre

Alice Springs NT 0870

Angela McCosker

Owner/ Manager

T: (08) 8952 3435

F: (08) 8952 3886

TELEPHONE/FACSIMILE/CATERING

Alice Springs Convention Centre

See VENUE contact details.



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COMMUNICATIONS ORDER FORM

Event Name: _____ Event Dates: ___/___/___ to ___/___/___

Exhibitor: _____ Booth No: _____

SERVICE	RATES	NUMBER OF LINES
TELEPHONE LINE through PABX (Line suitable for Facsimile & Modem)	\$ 95.50 Connection
TELEPHONE HANDSET	\$ 5.00 per handset per day \$110.00 per phone – required for Teleconference
FACSIMILE MACHINE	Quotation available from Top End Sounds upon request
ISDN LINE (for EFTPOS, computer applications & Video Conference)	\$145.00 per Connection Plus call costs at pulse rate
BROADBAND/HIGH SPEED INTERNET 256kbps (DCHP)	\$ 165.00 Connection per line Plus \$ 200.00 per day Includes 500 MB of data transfer

Connection Date ___/___/___ Time ___:___ Disconnection Date ___/___/___ Time ___:___

- All telephone, fax and modem line connections at the Alice Springs Convention Centre go through the PABX system. Callers are required to dial "0" to obtain an outside line.
- Exhibitors ordering 'standard' modem lines to utilise EFTPOS machines must ensure that the EFTPOS machine is configured to dial "0" before dialling into your bank's toll free processing telephone number.

Call Charges:

PEAK (8.00am – 6.00pm Mon-Fri)	NIGHT / ECONOMY (All other times)
Local, STD & International call costs are priced per pulse (pulse time varies from a long pulse for local calls to a shorter pulse for international calls).	

**Return this form and the Exhibitor Services Account Form
together with payment via post or fax to:
Alice Springs Convention Centre
93 Barrett Drive Alice Springs NT 0870
Fax (08) 8950 0300**



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EQUIPMENT HIRE ORDER FORM

All table hire prices include 1 x table cloth.

ITEM	PRICE PER DAY	NO. DAYS	NO. ITEMS	FROM	TO	TOTAL COST PER ITEM
Standard Trestle (1.8m x .75m)	\$ 21.50					
Thin Trestle (1.8m x .45m)	\$ 21.50					
Round (1.83m diameter)	\$ 21.50					
Round (2.12m diameter)	\$ 21.50					
Cocktail round (.76m diameter)	\$ 12.50					
Cocktail square (.76m x .76m)	\$ 12.50					
Banquet Chair	\$ 5.00					
Chair Cover	\$ 3.50					
Skirting per trestle/table	\$ 6.50					
Waste Skip (3cubic Metre)	\$60.00	Per Clearance				
				TOTAL		

****Subject to availability****

**Return this form and the Exhibitor Services Account Form
together with payment via post or fax to:
Alice Springs Convention Centre
93 Barrett Drive Alice Springs NT 0870
Fax (08) 8950 0300**



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BOOTH CATERING ORDER FORM

Event Name: _____ **Event Dates:** ___/___/___ to ___/___/___

Exhibitor: _____ **Booth No:** _____

The ASPCC has exclusive rights over the sale of food and beverages. No exhibitor or person shall bring into the licensed area, distribute or give away any item of food or beverages to visitors to the ASPCC without the prior written approval of ASPCC management. Please note that in certain circumstances minimum quantities apply.

To ensure we can accommodate your booth catering request, we require a minimum 24 hours notice. Please note that we require 72 hours notice for order cancellations. If cancellations are received after this time, the full charge will apply.

Please make your selection from the menus (contact your Banquet Sales Executive) then complete the order form send with payment and return to the address below.

DELIVERY DAY	DELIVERY DATE	DELIVERY TIME	MENU / ITEM REQUIRED	QUANTITY	COST
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
TOTAL					

**Return this form and the Exhibitor Services Account Form together with payment via post or fax to:
Alice Springs Convention Centre
93 Barrett Drive Alice Springs NT 0870
Fax (08) 8950 0300**



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EXHIBITOR SERVICES ACCOUNT FORM

THIS FORM TO BE COMPLETED WHEN ORDERING ANY SERVICES DIRECTLY FROM ASPCC

Name of Event:	_____	Event Dates:	_____
Booth Name:	_____	Booth Number:	_____
Company:	_____		
Contact Name:	_____	Position:	_____
Address:	_____		
State:	_____	Post Code:	_____
Tel:	_____	Mob:	_____
		Fax:	_____
E-Mail Address:	_____		

- Please return all relevant order forms together with payment no later than seven (7) days prior to the commencement of the event.
- **No services will be provided until payment is received.**
- The preferred method of payment is by credit card.
- **All charges incurred during the event will be charged to your nominated credit card.**
- Cheques made payable to the Alice Springs Convention Centre will also be accepted seven (7) working days prior to supply. All service charges are current and subject to change without notice.

CREDIT CARD

COMPANY CHEQUE

MasterCard

Bankcard

Visa

American Express

Diners Club

Card Number: _____

Expiry Date: _____

Cardholder's Name: _____

AMEX ID
Number: _____

Signature: _____

**Return this form and the Booth Catering Order Form,
Communications Order form and/or Equipment Hire Order Form
together with payment via post or fax to:
Alice Springs Convention Centre
93 Barrett Drive Alice Springs NT 0870
Fax (08) 8950 0300**



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Delivery of Goods to the Alice Springs Convention Centre

Delivery Address:

Lasseters Hotel Casino
Loading Dock
93 Barrett Drive
ALICE SPRINGS NT 0870

Loading Dock Operating Hours:

Monday – Friday: 0830 - 1630
Saturday & Sunday: Closed

Sending Time Frame:

Due to our remote location, it is advisable that senders aim for freight to arrive one week prior to the commencement of the function. Therefore, items should be sent approximately two weeks prior to the function bump-in date. The Alice Springs Convention Centre can not take any responsibility for the delayed or late delivery of any goods.

Labelling:

All items, including pallets or individual boxes are required to display the following information:

- Event Name and Dates
- Booth Number (if applicable)
- Exhibitors Details: Organisation, Contact Name, BH Phone and Mobile Phone
- How many items in total (eg. Box 1 of 20 and so on)
- ASPCC Banquet Sales Executive's name

Arrival of Goods:

It is the responsibility of the sender to confirm with their freight company if their goods have been delivered to the Alice Springs Convention Centre.

If the sender is unsuccessful with their freight company, then contact can be made with the Lasseters Storeman, however the Consignment Note Number/s must be quoted to trace the delivery.

Locating Goods On Site:

All freight relating to a conference will be placed in a general location accessible to Exhibitors. The Exhibitor may collect their goods at the date/time that the Conference Manager has strictly allocated for bump-in.



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Collection of Goods from the Alice Springs Convention Centre

Collection Address:

Lasseters Hotel Casino
Loading Dock
93 Barrett Drive
ALICE SPRINGS NT 0870

Loading Dock Operating Hours:

Monday - Friday: 0830 – 1630

Labelling:

All items, including pallets or individual boxes are required to be labelled with a fully completed Consignment Note. Details to be included on the Consignment Note include:

- Who the charges will be paid by, eg. Account Number (If charge back is required, arrangements are to be made with the Convention Centre prior to phoning your freight company.)
- How the items are to be transported, eg. Same-Day, Overnight, Road or Air. (Road can take up to one week.)
- Sender's Name, Sender's Phone Number, Company Name, Destination Address and Destination Phone Number.
- Quantity of parcels, description of contents and estimated weight

Sending with TNT:

Up to 8 separate items may be sent using 1 completed Consignment Note. The first item should have the consignment note attached with the first barcode; the other items are to display the remaining barcodes. This is how TNT identifies how many items are being sent together.

Courier Pick-up:

When the Exhibitor has re-packed their freight and attached all consignment note/s, they may contact either the Alice Springs Convention Centre Administration Desk or Floor Supervisor to advise that their goods are ready to be transferred to Lasseters Loading Dock for collection. Alice Springs Convention Centre staff will then transfer the goods to the Lasseters Hotel casino Loading Dock at their convenience.

The Exhibitor is then responsible for contacting their preferred freight company to advise that their items are ready for collection, (corresponding with Lasseters Hotel Casino Loading Dock operating times.)

**Lasseters Hotel Casino
Loading Dock,
Alice Springs Convention Centre
93 Barrett Drive
Alice Springs NT 0870**

Event Name: _____

BOOTH NO: ORGANISATION:

CONTACT: BOX OF

BH TEL/MOB: AH TEL/MOB: