

HiNZ Booth Materials Delivery Form 2 – goods sent from within NZ that will arrive on or after Monday 19 November

Use this form for:

- goods sent from **within** New Zealand
- goods guaranteed to be delivered to Wellington venue **no earlier than** Monday 19 November

DELIVERY DETAILS	
Event Name	HiNZ Conference
Event Date	21 – 23 November 2018
Delivery Address	Venues Wellington Dockway TSB Bank Arena Queens Wharf Jervois Quay WELLINGTON 6011 NEW ZEALAND
Delivery Instructions	If reception is unattended, please take deliveries to the loading dock and call the number posted
SENDER DETAILS	
EXHIBITOR Booth Name (Your brand)	
EXHIBITOR Booth Number	
SENDER Company	
SENDER Contact Person	
SENDER Mobile Phone	
MATERIALS	
Materials Description	
Number of boxes sent	_____ of _____ boxes

THIS FORM **MUST BE ATTACHED TO THE OUTSIDE OF EVERY BOX/PALLET SENT
(OR THERE WILL BE DELAYS IN GETTING YOUR MATERIAL DELIVERED TO YOUR BOOTH)**

If sending delegate bag inserts... you must also attach the DELEGATE INSERTS LABEL to that box
Plus we must receive any delegate inserts at the venue by close of day Monday 19 November
absolute latest (they will be inserted in the bags on Tuesday 20 Nov, before the conference)

Questions? We are here to help. Contact Steve at operations@hinz.org.nz