

EXHIBITORS' FREIGHT & LOGISTICS RESPONSIBILITIES

For Exhibitor freight delivery and/or pickup of materials to and from your stand, proceed with 1 of the 3 below options:

On-site storage is only available if pre-arranged through your organiser.

1. Contact your Organiser:

Please see table below for acceptable freight and contact your event organiser Debbie Suann at debbies@iap-aus.org.au for Approved Event Specific Exhibitor Freight Labels.

We require all delivery details to inform BCEC of what to expect and when to expect your exhibitor freight. Limited storage has been arranged for this event.

Please note: - Unscheduled deliveries will not be accepted by BCEC
 - The maximum weight of an item BCEC can handle is 200Kg (1.2m width/length x 1.2 m height).

CLIENT APPROVED EXHIBITOR FREIGHT	ACCEPTABLE FREIGHT
<p>Please ensure your freight is approved by the 'Event Organisers' for BCEC to accept and handle.</p> <p>All associated charges will be forwarded to the 'Event Organiser who will pass onto you.</p> <p>BCEC will not accept 'Client Approved Exhibitor Freight' in the following spaces, but not limited to:</p> <ul style="list-style-type: none"> • Great Hall • Exhibition Hall 1 – 4 <p>NB: Exceptions may be applied for other spaces depending on event size, etc.</p>	<p>BCEC will accept pre-delivery of the following items:</p> <ul style="list-style-type: none"> • Cartons (maximum weight 20kg) • Banner bags • Display cases • Plastic tubs • Pallets and rigging banners Please note these items must be labelled as per freight label.
LIMITATIONS	
<p><u>SPECIALISED FREIGHT</u> Items such as furniture, items that require packaging, oversized pallets, large crates, custom stands and Mist items must be delivered and collected on the days of the event move-in & move-out.</p> <p><u>SENSITIVE FREIGHT</u> Sensitive equipment including medical equipment and some electronic goods, and oversized freight (e.g. furniture, custom booth structures, items over 200kg) must be delivered on bump-in day only (28th May 2026), and early delivery is not permitted. This type of freight will also need to be picked up from the venue during bump-out (Sunday 31st May 2026).</p>	
CONSIDERATIONS	
<p>Freight/Courier Companies must ensure they are self-sufficient with the unloading/loading from the truck.</p> <p>BCEC recommend using a tailgate truck for pallet / heavy items delivery, as there won't be a forklift on site.</p>	

TERMS AND CONDITIONS

The Client approves and agrees to the associated charges incurred by the use and provision of this **Client Approved Exhibitor Freight Label**.

BCEC will accept **Client** and **Client-Approved Exhibitor Freight up to 2** working days prior to the event.

- Early freight deliveries using the attached label will be accepted at the Kitchen Loading Dock via Glenelg Street between **7:30 AM and 4:00 PM** only from **Tuesday 26th May 2026**. Accepted freight will be stored and delivered to the event space.
- To assist with freight handling, we require a list of expected deliveries prior to the event. Freight listed on the current version of the list will be accepted, please keep us updated if more freight is expected closer to the event. **Deliveries not included on the freight list will not be accepted.**
Please advise debbies@iap-aus.org.au

Should BCEC not receive prior advice of a delivery, they may reject the freight and request it be redelivered during operating hours or a time agreed to between both parties.

Approved exhibitor freight can be picked up on Monday between 7:30 am – 4:00 pm only.

This needs to be packed and ready to take downstairs before leaving on Sunday night, bump-out day. With a label and a completed consignment note.

Any freight not collected or labelled at the conclusion of the event tenancy will be considered 'abandoned freight'. This will be charged at \$110.00 per cubic metre incl GST to handle and store for a maximum of 7 days, after which it will be disposed of.

2. **Self-delivery and Couriers:** to be delivered on the day of your move in and move out on-site storage is only available if pre-arranged through your organiser.
Representative from your stand will need to be on-site to accept delivery.
3. **Car Park:** small items can be carried in by hand or small trolley, park at the Centre and proceed to the event space.
 - **Large trolleys and freight are not permitted in guest lifts.**
 - **Don't leave anything behind.** All materials must be removed from the exhibition area by the end of tenancy, with no exceptions. Left over materials will be disposed of.