

Please ensure you have read the Convention Centre Freight & Logistics [FAQ](#) document prior to completing this form. Additionally, complete all fields and return to Event Logistics, ICC Sydney eventlogistics@iccsydney.com no later than 14 days prior to the event's hiring period.

Submission of this form is not confirmation of services. Once your form has been submitted, a member of the Event Logistics team will be in contact to confirm your requirements and scope of services to be provided. Please complete all information for an accurate quote, as additional charges may apply for items not mentioned within this document.

CONTACT DETAILS

Contact name:	<input type="text"/>	Company:	<input type="text"/>
Contact phone:	<input type="text"/>	Event name:	<input type="text"/>
Email:	<input type="text"/>	Event dates:	<input type="text"/>

DELIVERY

When are you expecting your deliveries to arrive? *

Date

Times

Do you require forklift services? **

Yes No If yes, what times?

How many deliveries are you expecting?

Trucks Cars / vans

Total number of pallets/boxes:

Are there any oversize, overweight, fragile items? please describe.

Please book your vehicles in our [Loading Dock Management System \(LDMS\)](#)

OPERATIONAL

What tenanted space in the Convention Centre are your materials going to?

When do you need materials delivered to your tenanted space?

Date Time

Do you require onsite storage? *** Yes No

If yes approximately how many cubic metres?

What dates do you require storage?

COLLECTION

What are your collection timings?

Date Times

Total number of pallets/boxes:

Do you require forklift services? **

Yes No If yes what times?

Please note you will require an [LDMS booking](#)

All organiser materials must be collected within 48 hours of the event's conclusion. Exhibitor, supplier and contractor materials must be collected on the last day of tenancy unless other arrangements have been made.

*Organiser materials will be accepted two business days in advance of tenancy (does not include weekends).

**If forklift services are not booked then the trucks must have tailgates and / or drivers will load by hand.

***Storage is not guaranteed and must be pre-arranged with prior approval by ICC Sydney. Additional storage charges apply.