


Appendix D – Tākina Events Client Incoming Delivery Form

DELIVERY ADDRESS: <i>Tākina Dockway</i> <i>217 Wakefield Street, Wellington</i> <i>New Zealand 6011</i>					
EVENT NAME					
EVENT DATE/S					
EVENT ROOM NAME					
SENDER DETAILS					
SENDER NAME					
COMPANY NAME					
STAND NUMBER		CONTACT NUMBER			
ADDRESS					
EQUIPMENT DESCRIPTION					
WEIGHT					
NUMBER OF ITEMS	1 of XXX				

By signing for delivery of this shipment Tākina Events does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding all responsibility remains with the sender.

*Goods are to be delivered the Loading Dock between **08:00 - 16:00 Mon-Fri**. Please contact the Tākina Loading Dock Office on arrival.*

Please reference the customs code check number for inbound international goods.