

# Deliveries and storage

## 16.1 Deliveries

### **Courier and event deliveries**

All deliveries to Claudelands Conference and Exhibition Centre are to be delivered to Gate 1, Brooklyn Rd, Hamilton 3214. Deliveries will be distributed to the correct location by Claudelands administration or security.

Please state on packages the following information:

- Event name
- Date of event
- Stand number and room name
- Contact for your company on site, name and phone
- Sender contact details

Delivery Address Label Templates are available from your Claudelands Event Manager or via the Exhibitors Services Kit.

Claudelands will sign in all deliveries as 'received not checked', and will hand over once the hirer or event organiser is on site. Whilst we take all care with deliveries prior to exhibitors or the hirers arriving on site, we accept no responsibility for damage or loss.

### **Deliveries outside the hire period**

It is important to advise your Claudelands Event Manager if you have deliveries arriving prior to your hire period for your event. On-site storage space is limited, particularly when the venue is being utilised consecutively for large events. As per the [General Terms and Conditions of Venue Hire](#), deliveries outside of the hire period will only be accepted if they have been first approved by Claudelands.

### **Container Deliveries**

All containers delivered to the site must meet MAFBNZ regulations that relate to importing containers or cargos into New Zealand. Please discuss the timing and location for placement of any containers with your Claudelands Event Manager prior to their arrival.

 [New Zealand MAF Biosecurity – Container and Cargo Regulations](#)

### **Exhibition Hall Load Limits**

The Exhibition Hall has been designed to tolerate loads of up to 20 Kpa or two tonnes per square metre. If you anticipate heavy loads will be involved in your event, you need to discuss this with your Claudelands Event Manager. Written approval from Claudelands is required to bring in any heavy or vibrating equipment which might cause damage to the floor or any part of the centre.

### **Loading Doors**

Please refer to [Section 5: Room Specifications](#) for loading door limits.

## 16.2 Storage

### **Storage**

If any storage is required prior, during or after your event please notify your Claudelands Event Manager who will advise you of your options. Please note storage space at Claudelands is limited and charges may apply. Transfer and storage of all items is the responsibility of the hirer.

### **Collections**

Any items left behind must be collected within 24 hours of the end of your hire period. Claudelands takes no responsibility for goods left on the premises after this time.

All items left for collection by freight or courier companies must be clearly labelled with company name, contact name and contact mobile number. Any items not pre-identified will be deemed abandoned and the venue will dispose of these accordingly and on-charge the cost.