



Please refer to the below guidelines when delivering items to PCEC for your event.



ORGANISER DELIVERIES – FOR EVENTS ON LEVEL 2 & 3

All items are to be delivered to our **Administration Loading Dock** no earlier than **48 hours** prior to your event start date.

The PCEC delivery notice is to be completed and attached to each item/box being delivered. Any delivery that is not labelled may be turned away.

Delivery notices can be found on the PCEC website, [click here](#)

Please advise your event manager of the quantity, day, date and time of your delivery

- *If you have more than 12 x A4 size boxes being delivered, you will be required to book a PCEC porter (depending on the items being moved, you may require two). A porter is charged at \$43.50 per hour/per porter for a minimum of 3 hours.*
- *SRS Security will be required for any activity or supplier requiring access to the administration loading dock outside our standard dock opening times (Monday-Friday 0730-1430) – charges will apply (minimum 4hrs per guard).*

Collections: Please advise if you will have items for collection post event. You must complete & display on each item a pick-up notice prior to your departure which can be found on the PCEC website, [click here](#)



ORGANISER DELIVERIES – RIVERSIDE THEATRE LEVEL 1

Deliveries to the **Riverside Theatre Dock** can only be made on the day of access or event day.

Please advise the time we can expect your delivery/supplier and number/type of vehicles. Any items/materials left after your official tenancy period, may be considered as rubbish which will be cleared and disposed of by the cleaners

- *SRS Security will be required for any activity or supplier requiring access to the administration loading dock outside our standard dock opening times (Monday-Friday 0730-1430) – charges will apply (minimum 4hrs per guard).*
- *External suppliers and/or staff requiring access the theatre loading dock will need to complete the PCEC online induction.*



EXHIBITOR DELIVERIES – ALL VENUES

All exhibitor deliveries to **any PCEC Loading Dock** can only be delivered on the day of access or event day.

The exhibitor delivery notice must be attached to every item - Delivery notices can be found on the PCEC website, [click here](#)

Exhibitor deliveries cannot be made prior to the official exhibitor move in period as nominated by the Client

PCEC staff **are not permitted to sign** for any exhibitor deliveries including receipt or collection. Any items left onsite after the event may be considered rubbish and may be disposed of, any costs will be onforwarded to the event Client.