

Melbourne Cricket Ground – MCG Events

Delivery Form

Collection Address	MELBOURNE CRICKET GROUND Entrance B, Brunton Avenue Richmond, Victoria 3002 Receiving Bay (glass office at bottom of ramp) Height restriction apply for all deliveries - 3.8m clearance
MCG Events CONTACT	

DELIVERY DETAILS	
Delivery Date	
Delivery Time – 7am to 12pm Mon-Fri	

EVENT INFORMATION	
Function Date	
Function Name	
Function Room	

CONTACT DETAILS	
COMPANY NAME (Including Stand # If Applicable)	
SENDER – Name and Contact Number	
Courier Company	

ITEM DETAILS	UNIT	QTY
TOTAL CARTONS TO BE DELIVERED		

Removal Details	
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PLEASE NOTE: All items must be removed from the venue within 2 x business days post event

OFFICE USE ONLY	
Date received	
Received by	



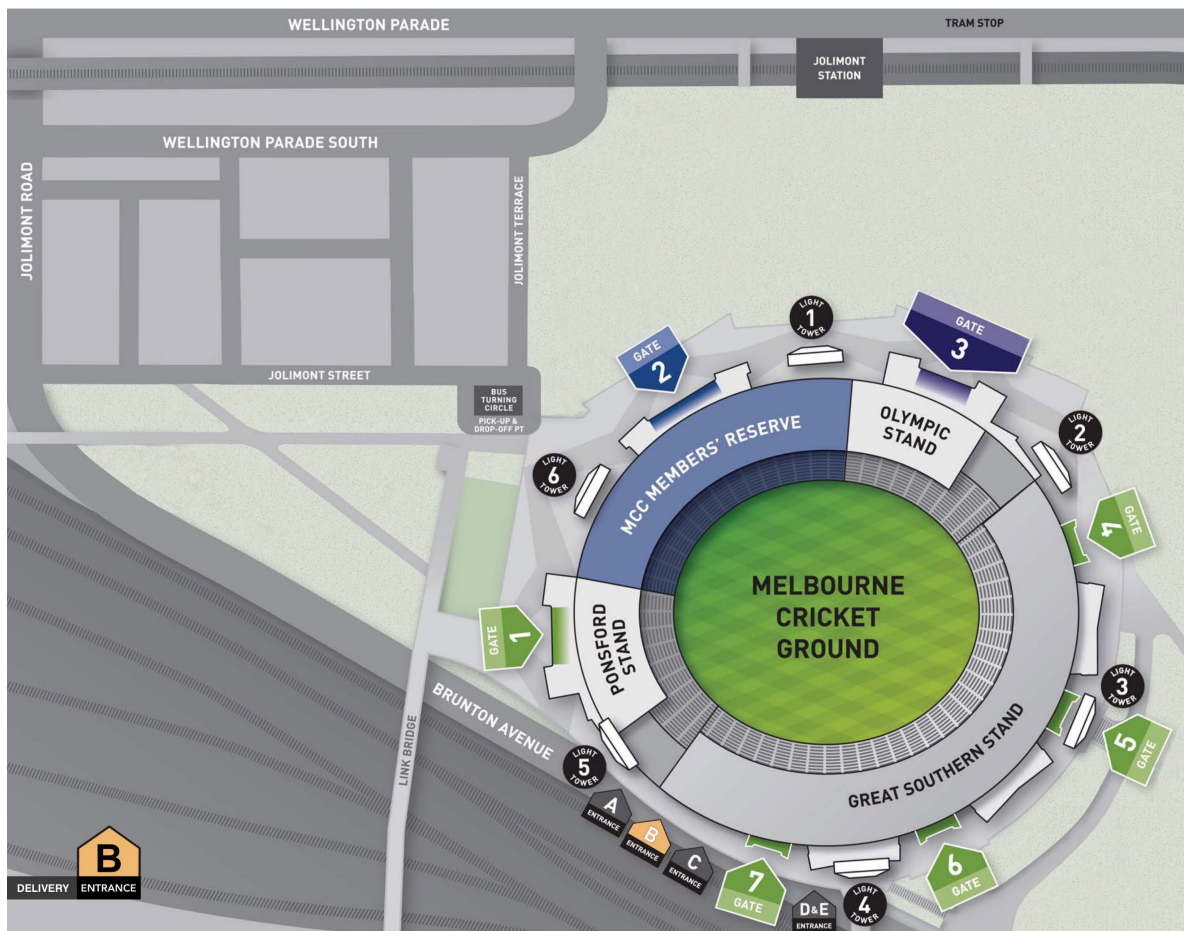
General Information

Delivery Details

- Deliveries are accepted between **7am – 12pm (Monday – Friday)**
Delaware North does not take any responsibility of delivery attempts to the venue outside of these hours
- **Email a completed copy of the delivery form to your Event Manager** prior to your expected delivery date
- Items are to be delivered no earlier than 2 days prior to the event
- A delivery form must be attached to each item being delivered e.g. 1 of 5, 2 of 5
- Deliveries to the venue without delivery forms will not be accepted

Removal Details

- At the end of your function, we ask that all items be taken with you on the day
If this is not possible, collection needs to be arranged for the following business day
- Collections are accepted between **7am – 12pm (Monday – Friday)**
Delaware North does not take any responsibility of collection attempts to the venue outside of these hours
- Should any items not be picked up within the above timeframes or without prior arrangement for collection it will be deemed abandoned
- It is the responsibility of the exhibitor or client to pack and seal all packages. Delaware North will not be responsible for incorrectly labelled or unsealed packages.
- Should courier company be collecting goods, please ensure consignment form/s is signed prior to leaving the venue, as Delaware North is unable to sign the form on your behalf



(Please delete this section if no collection is required)

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COLLECTION DETAILS	
Collection Date	
Collection Time – 7am to 12pm Mon-Fri	

CONTACT DETAILS	
SENDER – Name and Contact Number	
Courier Company	

ITEM DETAILS	UNIT	QTY
TOTAL CARTONS TO BE COLLECTED		

Additional Details	
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PLEASE NOTE: All items must be removed from the venue within 2 x business days post event

OFFICE USE ONLY	
Date removed	
Actioned by	

