SYDNEY SHOWGROUND

Onsite Material Handling Equipment Delivery Form

Event Details

Event Name	
Event Location	

Hirer Details

Company Name		
Exhibitor Stand Name		Stand No.:
Contact Name:		Mobile Number:
Email Address:		

Suppliers Name

Company Name		
Contact Name		Mobile Number:
Email Address		

Equipment Details

Equipment	Quantity	Make & Model
Forklift		
Scissor Lift		
Boom Lift		
Pallet Jack		
Other		
Other		
Gas Bottle		Will you bring your own stillage? Yes / No
Freight Company		
Contact Name		Mobile Number:
Email Address		

Delivery Details

Date for Delivery		Time for Delivery:
Date for Collection		Time for Collection:

General Information

Key Points:	1. Please ensure personnel using the equipment are fully trained and have their licenses available upon request
	2. All staff wear appropriate PPE
	3. Delivery to be no earlier than 1 day prior to the move in and collection to be no later than 1 day after the move out, unless other arrangements have been made with Sydney Showground.
	4. All equipment must be labelled with the user company's details.
	5. Equipment can be parked on the loading dock of the event for which they are being used, or where otherwise agreed by Sydney Showground.
	6. All personnel are to abide by relevant legislation and venue regulations.