

Deliveries to Te Papa Venues Guidelines

All deliveries to Te Papa are to include the following delivery details:

- Te Papa Dockway, Barnett Street, Wellington
- Name & Date of the Conference/Event
- Exhibitor Company name and stand number (if applicable)
- Box number and number of boxes (i.e. Box 1 of 3)
- Good to be delivered between 8.30am – 4.00pm Monday to Friday
- Dockway is closed between 12pm and 1pm weekdays

No equipment or deliveries may be brought through the main doors of Te Papa, all equipment and deliveries must enter Te Papa via the Dockway. Goods can be delivered within 24 hours (national) or 3 days (international) prior to the event, and are to be removed within 24 hours (national) or 3 days (international) after the event.

If not removed within this time, Te Papa reserves the right to charge the following storage fees:

- \$25.00 + GST per day up to and including 1 cubic metre
- \$45.00 + GST per day over 1 cubic metre

It is the Clients' / Exhibitors' responsibility to remove all equipment, boxes etc from the function venue at the conclusion of the event. Any goods to be couriered must be clearly labelled, and left at the Te Papa Main Dockway. It is the Exhibitor's responsibility to arrange the courier, and correctly label the items for collection.

Te Papa has a Trade Exhibitors Courier Form available for this purpose. Please ask your Function Supervisor in charge if you require one.