

DELIVER TO	HALL 2, Brisbane Convention & Exhibition Centre Cnr Merivale and Glenelg Streets, South Bank, Brisbane, QLD (Loading Dock -- Enter via Glenelg Street) (Strictly 9am - 4pm, Thursday 29 October 2026)
ON-SITE CONTACT FOR DELIVERIES/COLLECTIONS: Mathew Botten(Organiser) 0455 038 737	
CONTACT NAME: <i>(Person from your company who's responsible for the delivery)</i>	
CONTACT PHONE NUMBER: <i>(Person from your company who's responsible for the delivery)</i>	
EVENT NAME: 2026 Brisbane Disability Expo	
EVENT DATES: Thursday 29 - Saturday 31 October 2026	
BOOTH NAME & NUMBER:	
BOOTH CONTACT NAME:	
BOOTH CONTACT NUMBER:	
TOTAL NUMBER OF ITEMS: _____ of _____	

Please note: Venue Loading Considerations emailed out to all Exhibitors below:

Vehicles and contents are the responsibility of the owner while on the loading dock. The loading or unloading of equipment is only permitted within the boundaries of the designated loading area as loading within the common areas of the building may impede or cause risk to others sharing the space.

Transferring Loads

- Flat-bed trolleys, scissor lifts, pallet jacks and boom lifts may be used – these should be provided by your freight forwarding contractor. The venue does not supply equipment to help load/unload.
- Pallet jacks must have urethane rubber wheels.
- Flooring protection materials must be laid on all carpeted areas to cover the entire track that will be taken by moving equipment
- Movement of materials through the concourse must be hand-held only and must also be registered in the move-in and move-out (MIMO) form.

Exhibitors must ensure the appropriate consignment notes and labels are completed and attached onto all their goods