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| **DELIVERY ADDRESS:** *Tākina Dockway**217 Wakefield Street, Wellington**New Zealand 6011***ATTN: *Tara Terry +64 21 191 7230*** |
| **EVENT NAME** | 2WALKandCYCLE Conference **(DELEGATE GIFTS)** |
| **EVENT DATE** | 17 – 19 March 2024 |
| **EVENT ROOM NAME** | Tāwhirimātea Foyer |
| **SENDER DETAILS** |
| **SENDER NAME** |  | **COMPANY NAME & STAND NUMBER**  |  |
| **ADDRESS** |  | **CONTACT NUMBER** |  |
| **EQUIPMENT DESCRIPTION** |  |
| **APPROX. WEIGHT** |  |
| **NUMBER OF BOXES**  | **1 of XXX** |

*By signing for delivery of this shipment Tākina Events does not take any responsibility for the condition of the goods or quantity received. This label is attached to each item with the understanding all responsibility remains with the sender.*

*\*\*Goods are to be delivered the Loading Dock between* ***08:00-16:00 Mon-Fri****. Please Contact the Tākina Loading Dock Office on arrival*