



Appendix 1: Tākina Events Incoming Delivery Form

DELIVERY ADDRESS: Tākina Dockway 217 Wakefield Street, Wellington New Zealand 6011		 	
ATTN: Jeanine Smit, +64 21 359 749			
EVENT NAME	ICEF ANZA 2026		
EVENT DATE/S	4-6 March 2026		
EVENT ROOM NAME	Tāwhirimātea		
SENDER DETAILS			
SENDER NAME		COMPANY NAME & STAND NUMBER	
ADDRESS		CONTACT NUMBER	
EQUIPMENT DESCRIPTION			
NUMBER OF ITEMS	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**