

S O F I T E L

MELBOURNE ON COLLINS

APPENDIX A

DELIVERY LABEL

Please complete all details in CAPITAL LETTERS

SHIPPER INSTRUCTIONS:

To enable us to efficiently manage the large volume of material arriving into the hotel each day, it is essential that you complete this form and attach one copy to EACH item being delivered for your function/event.

EVENT DETAILS:

NAME OF FUNCTION:

DATE OF FUNCTION:

TIME OF FUNCTION: _____

BOX / BANNER / CARTON _____ OF _____ (TOTAL)

LOCATION OF FUNCTION (ROOM): _____

SENDERS NAME: _____

CONTACT No: _____

EVENT EXECUTIVE NAME:

EVENT EXECUTIVE CONTACT No:

**ATTENTION MICHELLE CHAN AND HYDER SULTAN
CONFERENCE AND EVENTS OPERATIONS MANAGERS**

COURIER INSTRUCTIONS:

**Deliveries will ONLY be accepted when taken to
Level 1 Conference and Events Operations Department
VIA Hotel Level P2 Loading Dock. Couriers MUST enter via 62 Flinders Lane for access from the Collins
Place Loading Dock.**

1. THE P2 LOADING BAY IS ACCESSIBLE FROM FLINDERS LANE 24 HOURS A DAY. (PREFERABLY BETWEEN 07:00 TO 15:30) FOR DELIVERY AND PICK UP OF GOODS.
2. TURN INTO FLINDERS LANE FROM SPRING STREET (THE LOADING BAY IS THE *DELIVERY ENTRANCE*, ON THE RIGHT HAND SIDE, BETWEEN SPRING AND EXHIBITION STREETS)
3. NO PARKING IS ALLOWED IN THE LOADING BAY – *ONLY SHORT TERM DROP OFF AND PICK UP IS ALLOWED (UP TO 15-20 MINUTES ONLY)*
4. COURIERS MUST COLLECT AND SIGN FOR A CONTRACTORS PASS AND A LIFT SWIPE CARD FROM THE SECURITY OFFICE
5. TAKE THE GOODS LIFT No. 4 OR 5 TO LEVEL 1 – CONFERENCE & EVENTS OPERATIONS DEPARTMENT AND GOODS WILL BE RECEIVED AND SIGNED FOR BY HOTEL STAFF
6. DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS
7. THE HOTEL WILL NOT BE RESPONSIBLE FOR ITEMS LEFT ON THE LOADING BAY AREAS
8. THE HOTEL DOES NOT SUPPLY STAFF, TROLLEYS OR PALLET JACKS FOR THE MOVEMENT OF GOODS TO AND FROM THE LOADING DOCK

LOADING BAY DIMENSIONS:

HEIGHT CLEARANCE 3.2 metres
WIDTH 3.6 metres

GOODS LIFT DIMENSIONS:

DEPTH 1752mm (5'9"ft)
LIFT DOOR HEIGHT 2690mm (8'10"ft)
LIFT DOOR WIDTH 1220mm (4'0"ft)
DOOR TO DOOR 2000mm (6'7"ft)
WEIGHT CAPACITY 1587kg (3500lb)

CONDITONS OF ACCEPTANCE:

1. ITEMS MUST BE DELIVERED THREE -WORKING-DAYS PRIOR TO THE EVENT. THEY WILL BE STORED IN THE CONFERENCE & EVENTS OPERATIONS CLIENT STORE-ROOM ON LEVEL ONE.
2. AT THE CONCLUSION OF YOUR EVENT, WE ASK THAT ALL ITEMS BE TAKEN WITH YOU ON THE DAY. IF THIS IS NOT POSSIBLE, ITEMS MUST BE PICKED UP ONE WORKING DAY AFTER EVENT CONCLUSION.
3. YOU MUST SEAL AND CLEARLY LABEL ANY AND ALL ITEMS THAT ARE LEFT BEHIND.
4. THE HOTEL WILL NOT BE RESPONSIBLE FOR INCORRECTLY LABELLED OR UNSEALED PACKAGES. ANY ITEMS NOT COLLECTED FROM THE HOTEL WILL BE DISPOSED OF RESPONSIBLY.
5. IF THERE ARE ANY ITEMS THAT ARE DELIVERED USING A PALLET, IT IS THE CLIENT'S RESPONSIBILITY TO HAVE THE PALLET COLLECTED BY A COURIER. OTHERWISE THE HOTEL WILL CHARGE FOR THE REMOVAL OF THE PALLET DIRECTLY TO THE CLIENT AT \$100.00 PER PALLET.