

S O F I T E L

MELBOURNE ON COLLINS

APPENDIX B

Collection label /pick up instructions

PLEASE ATTACH ONE FORM TO EACH ITEM BEING collected

To enable us to efficiently manage the large amount of material being collected from the hotel each day, it is essential that you complete the following form and attach one copy to each item being collected from your function/event. Your courier will also require this information to access the loading dock for collection purposes:

1. Collins Place Loading Dock via 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) **Reminder 1 x truck allowed in loading at a time for multiple deliveries.**
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 contractor pass and a lift swipe card from the security officer in the loading dock
5. Take the goods lift no.4 or 5 to level 1 – Conference & Events Operations Department and goods can be collected and signed for
6. **DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS AT ANY TIME** The hotel will not be responsible for items left on the loading bay areas
7. The hotel does not supply staff or trolleys for the movement of goods to and from the dock
8. At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up on the next working day after the event.
9. Each individual is responsible to seal and clearly label ALL items that are left behind
10. Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors or sender. It is the sole responsibility for the exhibitor/sender to complete the consignment noted and attach the items being collected along with a label outlining the appropriate delivery address.
11. The hotel will not be responsible for incorrectly labeled or unsealed packages. All items will be stored in the C&E Operations client store room on level 1. Any items not collected from the hotel will be disposed of.
12. All deliveries made on pallets must be delivered on branded pallets eg CHEP or Loscam. If any items are delivered on non branded pallets it will be the exhibitor/senders responsibility to ensure the pallets are removed from Collins Place Loading Dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor/sender's behalf and it will be charged tot hem directly at \$150.00 per pallet.

EVENT NAME _____

COLLECTION DATE _____

EXHIBITION/ ROOM NAME _____

BOX / BANNER / CARTON _____ OF _____ (TOTAL)

EXHIBITION BOOTH NUMBER _____

COURIER COMPANY NAME _____

DELIVERY ADDRESS _____

CONTACT NUMBER _____

**PLEASE CALL 03 9653 0000 & ASK FOR MICHELLE CHAN or HYDER SULTAN
CONFERENCE & EVENTS OPERATIONS MANAGERS
TO CONFIRM ITEMS BEING COLLECTED FROM THE HOTEL**

LOADING BAY DIMENSIONS:	HEIGHT	3.2 metres
	WIDTH	3.6 metres
GOODS LIFT:	DEPTH	1752mm (5'9''ft)
	ELEVATOR DOOR HEIGHT	2690mm (8'10''ft)
	ELEVATOR DOOR WIDTH	1220mm (4'0''ft)
	DOOR TO DOOR	2000mm (6'7''ft)
	WEIGHT CAPACITY	1587kg (3500lb)

Trucks collecting items must enter via Collins Place Loading Bay must have a tail gate to collect items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks & Forklift if required to collect items.