



Delivery Instructions

Delivery

- It is imperative that all freight delivery labels have the *Name of the Conference, the trade stand name and number on them.*
- The hotel does not accept any goods delivered until three working days prior to the Conference start date.
- Please ensure:
 - Number all boxes, e.g. 1 of 3, 2 of 3 etc.
 - Mark on the outside exactly what is included, e.g. brochures, banner, satchel inserts, etc.
 - Make them easily identifiable with your company name/logo and contact person
 - Mark all boxes with the stand number (if applicable)
- Goods delivered to the hotel will be moved from the loading bay to the exhibition area if they are of reasonable size & weight.
- Please use the attached delivery label for all incoming goods.
- Please email the hotel (Jayden.ellis@millenniumhotels.co.nz) stating what items you are sending over for the tradeshow, how they are being packaged (pallet, boxes, etc) and when they will be delivered. Feel free to copy and paste the below table in your e-mail.

Company Name	# of Boxes	# of Pallets	Package consists of...	Delivery date

We recommend that you call your freight company and check that the goods have been delivered prior to your arrival onsite.

Loading Bay

- The Loading Bay is situated on Melbourne Street.
- The hotel does have a pallet jack onsite, if your pallet cannot fit in our service lift, it will remain in our loading bay store until an exhibitor is onsite to unpack it.
- Unfortunately, there is no forklift onsite. If a forklift is required to move the goods, this can be hired by the exhibitor directly with Hirequip or a similar company.

Service Lift

- Is accessed via the Loading Bay
- Capacity: 1360kg
20 persons
- Door Width: 1090mm
- Door Height: 2100mm
- Floor Space:
 - Depth 1900mm
 - Width 1450mm
 - Height 2440mm

Galaxy Ballroom

- Is located on the 5th floor of the hotel although it is only one floor up from Melbourne Street and the Loading Bay.
- Ballroom Doors-
 - Height 2200mm
 - Width 2060mm (with doors on)
2170mm (with doors off)
- Ceiling Height-
 - Galaxy Ballroom 3450mm
 - Gallery 2300mm
 - Prefunction Area 2300mm
- Maximum load 400kg per square meter

Outgoing Packages

- Please ensure your outgoing items are clearly labelled, suitably packaged and left by your exhibition stand for our Hotel staff to transfer them down to the hotel's loading bay.
- Instructions will be provided on-site regarding the process for freight and courier dispatch; however, they should all be collected from the hotel on the final day or the next available working day.
- Courier arrangements are to be made by the exhibitor directly with the freight company.
- The Hotel does not accept any responsibility for arranging the return of goods at the conclusion of the conference.
- Any items not picked up by the selected freight company may be charged for storage and ten working days after the event pack out date will be considered abandoned and will be disposed of.
- If the event is due to finish over a weekend date, please ensure you contact the freight company on the Friday before to arrange collection of their items.
- Ensure the courier/freight companies have the company name when they come to pick up, as sometimes they show up without knowing what they are meant to pick up.