



COURIERS TO COLLECT FROM:

# LOADING DOCK 3

**CROWN PROMENADE HOTEL**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

## OUTGOING GOODS

<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Name of Event:</b>	<b>Health Insurance Summit</b>		
<b>Event Manager</b>	Lauren Ralph		
<b>Expected Pick up Date:</b>			
<b>Address where items are to be delivered:</b>			
<b>Booth Name (if relevant):</b>			
<b>Item Number:</b>		<b>Total Number of Items:</b>	

**CROWN DELIVERY INSTRUCTIONS:**

- Loading Dock operates between 0800 and 1600
- Loading dock clearance height is 3500mm
- If the Loading Dock is unattended please call **03 9292 8547**
- At the conclusion of your function we ask that all items be taken with you on the day
- Any items left must be packed, labelled and if required have a signed couriers consignment-note attached
- Crown will not be responsible for any item left on site
- Items left on site will only be held for 7 business days after the event before they are disposed of
- Please note that it is a requirement for all individuals accessing the Loading Dock outside of their vehicle to wear a high visibility vest/jacket/shirt