



LOADING DOCK 3

CROWN PROMENADE HOTEL

Crown Events and Conferences

8 Whiteman Street

SOUTHBANK VIC 3006

ATTENTION:

OPERATIONS SERVICE MANAGER

03 9292 8547

Contact Name:	Lauren Ralph		
Contact Phone:	(+61) 3 9292 6216		
Name of Event:	Health Insurance Summit		
Event Date/s	21-22 July 2026		
Event Manager			
Room Name/ Number	Conference Hall 1		
Booth Name (if relevant):	Informa Registration Desk		
Item Number:		Total Number of Items:	

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