**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:**  |  |
| **Contact Phone:** |  |
| **Name of Event:** | **Corinium July Conference 2024** |
| **Event Date/s** | **Monday, 15 July 2024 to** **Wednesday 17 July 2024** |
| **Event Manager** | **Jane Hansen** |
| **Room Name/ Number** |  |
| **Booth Name (if relevant):** |  |
| **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

COURIERS TO COLLECT FROM:

**LOADING DOCK 3**

**CROWN PROMENADE HOTEL**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

**OUTGOING GOODS**

|  |  |
| --- | --- |
| **Contact Name:**  |  |
| **Contact Phone:** |  |
| **Name of Event:** | **Corinium July Conference 2024** |
| **Event Manager** | **Jane Hansen** |
| **Expected Pick up Date:** |  |
| **Address where items are to be delivered:** |  |
| **Booth Name (if relevant):** |  |
| **Item Number:** |  | **Total Number of Items:** |  |

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