

LOADING DOCK 3

CROWN PROMENADE HOTEL

Crown Events and Conferences
8 Whiteman Street
SOUTHBANK VIC 3006

ATTENTION:
OPERATIONS SERVICE MANAGER
03 9292 8547
INCOMING GOODS

Contact Name:			
Contact Phone:			
Name of Event:	VBG Annual Summit 2022		
Event Date/s	Wednesday, 19 October 2022 to Friday, 21 October 2022		
Event Manager	Laura Sullivan		
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:	VBG Annual Summit 2022		
Event Manager	Laura Sullivan		
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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