

**TO: Sheryl TANG**  
**Esplanade Hotel Fremantle –**  
**By Rydges**  
**Loading Bay** (located on Collie Street  
**Cnr Marine Terrace &**  
**Essex Street**  
**FREMANTLE WA 6160**

**Box Number** \_\_\_\_\_ **of** \_\_\_\_\_

**Weight of this Box/Item:** \_\_\_\_\_

**FROM: SENDER DETAILS**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **CONTENTS**

**Event Name:** **AVA WA Division Conference 2022**

**Event Date:** **4-6 November 2022**

**Venue:** **Esplanade Ballroom**

**Contact person on the day:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Any special care/handling instructions:** \_\_\_\_\_

**Storage Conditions:**

The Loading Dock cannot guarantee acceptance or storage of goods if sent earlier than the specified bump in date. Goods must be collected/removed by the owner/exhibitor at the conclusion of the event.

**LOADING DOCK:**

**Open Hours:** **8.00am – 4.00pm, Monday to Friday**

**Phone:** **61 8 9432 4000**



Delivery Instructions to the Esplanade Hotel Fremantle – By Rydges

Should you get anything delivered for a conference to the Esplanade Hotel Fremantle by Rydges, please advise your Event Coordinator prior to the items arriving. Please use the attached label for every single item and send it to:

**Esplanade Hotel Fremantle by Rydges**  
**Loading Dock**  
**Collie Street**  
**FREMANTLE WA 6160**

Goods must be delivered between the hours of 8.30 am and 12 pm daily  
Monday to Friday only at the Loading dock.  
Deliveries outside of these times **MUST** be communicated to the Event Coordinator to avoid disappointment.

Concierge **MAY** accept smaller items outside of loading dock hours.

Goods delivered earlier than 3 days prior to the function will not be accepted without prior arrangements. ALL goods must be removed from the hotel no later than 2 business days after event completion, unless prior arrangements have been made.