

DELIVERY DOCKET

PLEASE ATTACH ONE FORM TO EACH ITEM BEING DELIVERED

To enable us to efficiently manage the large amount of material arriving into the hotel each day, it is essential that you complete the below form and attach one copy to each item being delivered for your function/event.

DELIVERY ADDRESS: **COLLINS PLACE LOADING DOCK**
62 Flinders Lane, Melbourne
c/o SOFITEL MELBOURNE ON COLLINS

ATTENTION: JIMMY SOCCIO OR MICHELLE CHAN
CONFERENCE & EVENTS OPERATIONS MANAGERS

PHONE NUMBER: 03 9653 0000

EVENT NAME: Service Management 2017

EVENT DATE: Wed 23rd & Thurs 24th August 17

EXHIBITION/ROOM NAME: Grand Ballroom & Sofi's

BOX / BANNER / CARTON: _____ OF _____ (TOTAL)

EXHIBITION BOOTH NUMBER: _____

Please advise: Satchel Packing Items Items for Exhibition Booth

COURIER COMPANY NAME: _____

SENDER DETAILS: _____

CONTACT NAME: _____

CONTACT PHONE (mobile preferred): _____

CONTACT EMAIL: _____

LOADING BAY DIMENSIONS: HEIGHT 3.3 metres WIDTH 3.6 metres **GOODS LIFT:** DEPTH 1752mm (5'9"ft) **ELEVATOR DOOR HEIGHT** 2690mm (8'10"ft) **ELEVATOR DOOR WIDTH** 1220mm (4'0"ft) **DOOR TO DOOR** 2000mm (6'7"ft) **WEIGHT CAPACITY** 1587kg (3500lb)
Trucks delivering into the loading bay must have a tail gate to unload items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks & forklift if required to unload items.

1. Collins Place Loading Dock via P2 loading bay is accessible from Flinders Lane 24 hours a day. (Preferably between 07:00 to 15:30) for delivery and pick up of goods.
2. Turn into Flinders Lane from Spring Street (the loading bay is the delivery entrance, on the right hand side, between Spring and Exhibition Streets) Reminder 1 x truck allowed in loading at a time for multiple deliveries.
3. No parking is allowed in the loading bay – only short term drop off and pick up is allowed (up to 15-20 minutes only)
4. Couriers must collect and sign for a contractors pass and a lift swipe card from the security officer in the loading dock
5. Take the goods lift no.4 or 5 to level 1 – Conference & Events Operations department and goods will be received and signed for
6. DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS AT ANY TIME The hotel will not be responsible for items left on the loading bay areas
7. The hotel does not supply staff or trolleys for the movement of goods to and from the dock
8. Items must be delivered one- working day prior to the event. Items will be stored in the conference & events operations client store-room on level one.