

**EXHIBITOR MANUAL**

**ITSMF - SERVICE  
MANAGEMENT  
CONFERENCE 2017**

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### **ELECTRICAL COMPLIANCE TESTING & TAGGING**

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In accordance with Australian Standard 3760, all portable electrical equipment used on site at Sofitel Melbourne On Collins must be safety tested and tagged by a licensed electrician prior to being on site. The tag must be valid with no exception. This includes all equipment supplied by clients, their guests and their contracted suppliers. The status of each piece of equipment will be checked by an in-house Hotel Technical Representative to ensure it is compliant.

Sofitel Melbourne On Collins reserves the right to suspend the use of any equipment that is not compliant until the matter is resolved. Should equipment come on site that is non compliant, a qualified technician will be allocated to provide the required test & tagging procedure. Please be advised that the fee applicable for this service is \$88.00 per item to a maximum of four per client. Anything over and above four items per client would be charged at an hourly rate of \$96.25 per hour (minimum charge of two hours).

Client authorization by signature is required on a the credit card authorization form agreeing to these charges prior to the test & tagging being conducted. Tags are valid for the relevant event duration only.

### **ELEVATED WORK PLATFORMS (EWP ACCESS)**

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In relation to the hire of the on-site Elevated Work Platforms (EWP) at Sofitel Melbourne On Collins the following new policy and procedure will apply, effective from Jan 1<sup>st</sup> 2013:

- The on-site EWP is to be operated by licensed Sofitel Melbourne On Collins or Audio Visual Dynamics personnel only.
- No third party is permitted to operate the Sofitel Melbourne On Collins on-site EWP.
- If an EWP is required, external contractors will need to supply their own equipment at their cost for any work required onsite.
- Alternatively, Audio Visual Dynamics will be able to provide their staff to operate the Hotel's on-site EWP pending your requirements. This will incur a service charge. Please call AVD directly on 03 9653 7885 or via email [sofitelmelbourne@avdynamics.com.au](mailto:sofitelmelbourne@avdynamics.com.au) to obtain a detailed quotation.

### **INTERNET HOTEL WIFI INFORMATION**

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Sofitel Melbourne On Collins has Enterprise Fibre connectivity, enabling conference delegates instant high speed access to the internet through their laptop computers and PDA's. Sofitel Melbourne On Collins has a variety of packages available based on single/multiple devices and download limits. Please discuss your Wi-Fi requirements with your Event Executive so that a package can be tailored to your needs.

## HEIGHT OF SERVICE ENTRANCE

The maximum ceiling height for constructed stands is 2.4 metres. All goods and materials must fit within the goods lift, which has the following dimensions:

### Collins Place Loading Bay

- Height: 3300mm (3.3m)
- Width: 3600mm (3.6m)

### Collins Place Goods Lift:

- Height: 3250mm (3.25m)
- Width: 1854mm (1.85m)
- Depth: 1752mm (1.75m)
- Door Height: 2690mm (2.69m)
- Door Width: 1220mm (1.22m)
- Door to Door: 2000mm (2m)
- Maximum Weight: 1587kg

**Restricted areas in the service corridor via the loading dock may effect the height of large items. Please contact your Events Executive to reconfirm measurements.**

### Service Entrance from Car Hoist:

- Height 2660mm (2.66m)
- Width 2660mm (2.66m)

### Car Hoist:

- Door Height 2710mm (2.71m)
- Width 2740mm (2.74m)
- Length 7600mm (7.6m)
- Weight Capacity 3000kg (2.9 tonnes)

**Custom built stands or large equipment may be used through the car hoist. Please note charges apply and restrictions in service operating times applies for the use of the car hoist. Please contact your Events Executive for a quotation.**

**Detailed delivery instructions and requirements have been noted in Appendix C, refer page 12. Please ensure all documents are read and delivery instructions are followed.**

### PUBLIC CAR PARKING

Collins Place Wilson Parking - 72 Flinders Lane Melbourne VIC 3000  
Hours of operation: 24 hours 7 days

For pricing and further details, please refer to the following website:  
<http://www.wilsonparking.com.au/go/wilson-car-parks/vic/collins-place>

Secure Parking - 32 Flinders Street Melbourne VIC 3000  
Hours of operation: 24 hours 7 days  
Early bird rates are available. For further details, please refer to the following website:

<http://www.secureparking.com.au/DisplayCarPark.aspx?carparkid=192>

### VALET PARKING

In-House Guest Parking from \$55.00 per vehicle per day  
Casual Valet Parking from \$60.00 per vehicle per day  
(Guest parking is subject to availability and rates are subject to change)

### PUBLIC TRANSPORT

Nearest train stations:

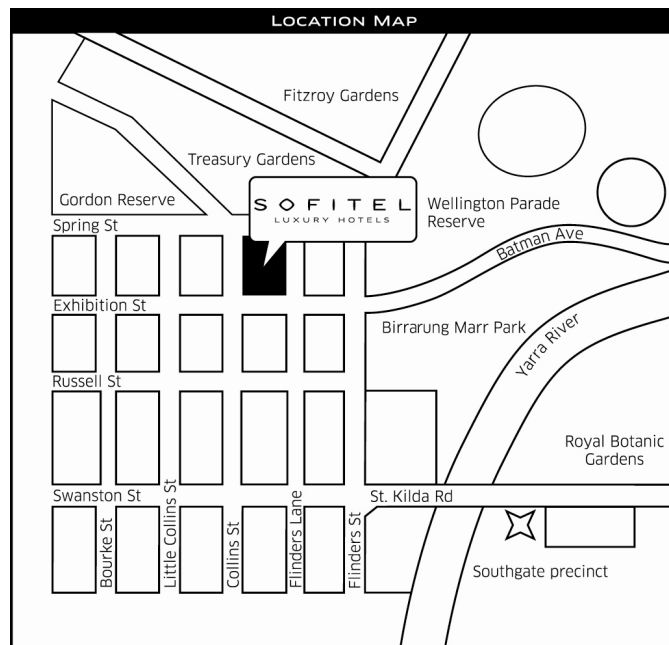
Flinders Street Station (Corner of Flinders Street and Swanson Street)

Parliament Station (Corner of Spring Street and Macarthur Street)

Nearest tram stop:

Located directly outside the Hotel driveway (corner of Collins Street and Spring Street)

### LOCATION MAP



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## **LIABILITY**

The Hotel does not accept responsibility for damage to or loss of any client's property left in the Hotel prior to, during or after a function. Organisers are financially responsible for any damage sustained to Hotel fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

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## **SECURITY**

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, security or reputation, it reserves the right to cancel the function and remove any disruptive individuals. Please ensure valuables are not left unattended.

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## **HOTEL PROPERTY**

No display items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Conference and Events Department. Free standing banners- Please note a limit of three (3) free standing banners are permitted immediately outside the designated function room.

Pre and post walk through with the Exhibit Company is strongly recommended to ensure any damage to the function space is accounted for to maintain the physical structure of the hotel. A walk through should be conducted with the Conference & Events Operations Manager or Conference Services Manager

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## **SET UP**

Exhibitors are responsible for costs involved in ensuring set-up and breakdown time of all function space. It is necessary for all exhibitors to provide their own labour and equipment for the unloading from trucks, taking exhibits or displays to and from the exhibition floor and/or

display room, spotting and erecting the same and also to dismantle and remove them from the hotel. The hotel does not have labour on site to assist in these operations, however if you require assistance this can be arranged in advance through the Conference Services Manager. The additional costs for these operations will be billed directly to the conference and/or the exhibitor.

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## **PACK DOWN**

Exhibitors are responsible to pack down all items from their allocated exhibition space and arrange for any items to be disposed of if required. Any leftover materials will be disposed of unless prior arrangements for storage have been confirmed with the Event Floor Manager or Conference Services Manager.

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## **DELIVERIES**

All deliveries to the Hotel must be advised to the Conference & Events Office prior to delivery and must be delivered to the venue booked and marked with the name and date of the function. The Organisers and/or Sofitel Melbourne On Collins will not take delivery of any goods, packages or other materials on behalf of an Exhibitor unless previously arranged with Sofitel Melbourne On Collins. The Organisers and Sofitel Melbourne On Collins will not accept responsibility for the safety or well being of any such items on or delivered to the site in the absence of the Exhibitor and left unattended. All items must be clearly labeled with the completed delivery instructions attached.

Please refer to appendix C & D for the Delivery & Collection labels on page 12 & 13

## DELIVERY/COLLECTION PROCEDURES

All items must be delivered no earlier than **one** working day prior to the event and will be stored in the client storeroom located on Level 1. All items must be collected on the final day of the event or no later than the next working day.

It is the exhibitor's responsibility to seal and clearly label all items left behind. Sofitel Melbourne On Collins will not be responsible for incorrectly labeled or unsealed packages. Any leftover items not collected in the correct timeframe will be disposed of. **All deliveries made on pallets must be delivered on branded pallets eg Chep or Loscam. If any items are delivered on non branded pallets it will be the exhibitors' responsibility to ensure the pallet is removed from the loading dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor's behalf and it will be charged to them directly at \$50.00 per pallet.**

All deliveries and collections must be made via the Collins Place Loading Dock which is Accessible from Flinders Lane. Collins Place Loading Dock is located on Flinders Lane between Spring and Exhibition Streets on the right hand side.

**Reminder 1 x truck allowed in loading at a time for multiple deliveries.**

Items delivered to the hotel driveway, reception or concierge desks via the hotel's main entrance at 25 Collins Street Melbourne will not be accepted. Couriers will be re-directed to the Collins Place Loading Dock on Flinders Lane.

Couriers must provide their own trolleys for the delivery and collection of goods. If couriers require the use of a trolley from Sofitel Melbourne On Collins then the hotel reserves the right to ask for security ie. Drivers license, car keys or a mobile phone.

Couriers collecting goods from the Conference and Events Operations Office must provide clear and precise details including the event name, company name and description and quantity of items being collected. It is the exhibitor's responsibility to ensure their courier has been provided with this information.

Trucks/External couriers delivering/collecting items 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 and forklift if required to unload items to and from the venue.

Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors. It is the sole responsibility for the exhibitor to complete the consignment note and attach the items being collected along with a label outlining the appropriate delivery address.

## SMOKING

Please note Sofitel Melbourne On Collins is a smoke free environment.

## STORAGE

Limited storage is available within the exhibition area for small cartons and/or promotional materials such as brochures and giveaways. Exhibitors are advised to ensure all cartons, boxes and wrapping materials are removed from their stands prior to the opening day of the exhibition. Sofitel Melbourne On Collins will not be responsible for storing boxes and display material and cannot be held responsible for the security of items left in any storage area.

Exhibitors are solely responsible for goods placed in designated storage areas and are to ensure all items are labelled accurately.

## SAFETY AND SECURITY

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Sofitel Melbourne on Collins reserves the right to dismantle any booth it deems a fire or safety hazard.

All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space
- Electrical equipment must be in accordance with Australian Standard 3760. All portable electrical equipment brought onto Sofitel Melbourne On Collins premises by clients, their guests and their contracted suppliers, must have been tested and tagged by a licensed electrician, and the tag must be valid with no exception. For eg, laptops, plasma screens etc (Please refer to “Electrical Compliance Testing & Tagging” on page 3)
- No flammable liquids of any kind are permitted
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Warden
- Smoke/fog machines, fireworks, cooking, etc, will be prohibited in the exhibit areas

It is the responsibility of the organisers to provide uniformed security for the exhibit area during the setup, tear down and closed hours of the exhibition if they deem necessary. Security during the open hours will be optional. The hotel is not responsible for loss and/or damage to any items left unattended in the exhibit area or function rooms.

Any extensive set ups involving pyrotechnics, substantial AV staging, lighting and any other equipment must have a floor plan approved by the local city fire marshal.

It is important that the certificate of insurance carried by the company supplying these services also references the hotel as being covered as a third party



### **CLIENT/CONTRACTOR/EXHIBITOR OH&S INDUCTION**

Sofitel Melbourne On Collins has prepared a Client/Contractor Induction Pack which is designed to ensure that all clients, contractors and suppliers comply with the Legislation and the Hotel's policies and procedures regarding Occupational Health, Safety and the Environment.

We require that all clients, contractors and suppliers (including entertainers) read the attached induction pack and sign the document to show their understanding.

It is the responsibility of the client to provide your Events Executive with signed copies of the induction form for all of your event assistants (staff), external contractors and suppliers (including entertainers) that will be involved with your event on the day. Please note it is a compulsory requirement for this document to be acknowledged and signed by all said parties prior to coming on site.

Please refer to appendix E to complete the OH&S induction.

### **SAFETY INDUCTION FOR EXHIBITORS**

Sofitel Melbourne on Collins will have an induction form setup at each exhibitor stand prior to the event commencing. The induction will cover on policies and procedure regarding Occupational Health, Safety and the Environment. All exhibitors will be asked to read the induction and sign the form to acknowledge their understanding of the policy and procedures. A representative from Sofitel Melbourne On Collins will collect the signed induction form prior to the event commencing.

### **EMERGENCY EVACUATION PROCEDURES**

Sofitel Melbourne on Collins is committed to the safety of its guests and staff. Should you wish to advise your guests of the Hotel's guest evacuation procedures prior to the commencement of your function, the Hotel has an evacuation voiceover that can be played to instruct your guests on what to do in an emergency situation. Please advise your Event Executive if you would like to utilise this service.

## EMERGENCY EVACUATION LEVEL 1

**EMERGENCY ALARM TONES**

Alert Alarm – BEEP BEEP

Evacuation Alarm – WHOOP WHOOP

**TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE**

"000" POLICE  
"000" FIRE  
"000" AMBULANCE

**EMERGENCY PROCEDURES**

EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly area/s and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

**SAFETY CONSIDERATIONS**

**R**EMOVE PEOPLE  
Evacuate immediately

**A**LERT  
Notify staff and members of the public

**C**ONFINED FIRE & SMOKE  
Close windows and doors if safe to do so

**E**XTINGUISH  
In control of fire (safe to do so)

**FIRE EXTINGUISHERS**

**OPERATING INSTRUCTIONS**

**P**ull  
**A**im  
**S**queeze  
**S**weep

**EXTINGUISHER SELECTION CHART**

TYPE of extinguisher	A	B	C	D	F
Water	✓				
Water with additive	✓				
Water with additive (with foam)	✓	✓			
Water with additive (with foam) (with glass)	✓	✓			
Water with additive (with foam) (with glass) (with metal)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid) (with gas)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid) (with gas) (with gas)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid) (with gas) (with gas) (with gas)	✓	✓			

DATE: 31<sup>ST</sup> AUGUST 2009

### EMERGENCY EVACUATION SIGN

**COLLINS PLACE**  
45 COLLINS STREET, MELBOURNE VIC 3000

LEVEL 1

**AMP capital**  
INVESTORS

**ADF TRAINING**  
OFFICE: 1000 MCGILLAVERRY AVENUE, MELBOURNE VIC 3000

🔥 FIRE EXTINGUISHER
🚒 FIRE HOSE REEL
🚒 FIRE HYDRANT
🚒 BREAK GLASS ALARM
📺 FIRE INDICATOR PANEL
🚪 EWIS
🚪 EWIS
👤 WARDEN INTERCOM
🚗 LIFT
🚗 STAIRS
🚪 FIRE EXIT
➡️ EXIT ROUTE
🟢 ASSEMBLY AREA

## EMERGENCY EVACUATION LEVEL 35

**EMERGENCY ALARM TONES**

Alert Alarm – BEEP BEEP

Evacuation Alarm – WHOOP WHOOP

**TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE**

"000" POLICE  
"000" FIRE  
"000" AMBULANCE

**EMERGENCY PROCEDURES**

EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly area/s and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

**SAFETY CONSIDERATIONS**

**R**EMOVE PEOPLE  
Evacuate immediately

**A**LERT  
Notify staff and members of the public

**C**ONFINED FIRE & SMOKE  
Close windows and doors if safe to do so

**E**XTINGUISH  
In control of fire (safe to do so)

**FIRE EXTINGUISHERS**

**OPERATING INSTRUCTIONS**

**P**ull  
**A**im  
**S**queeze  
**S**weep

**EXTINGUISHER SELECTION CHART**

TYPE of extinguisher	A	B	C	D	F
Water	✓				
Water with additive	✓				
Water with additive (with foam)	✓	✓			
Water with additive (with foam) (with glass)	✓	✓			
Water with additive (with foam) (with glass) (with metal)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid) (with gas)	✓	✓			
Water with additive (with foam) (with glass) (with metal) (with electrical) (with oil) (with gas) (with dry powder) (with liquid) (with gas) (with gas)	✓	✓			

DATE: 31<sup>ST</sup> AUGUST 2009

### EMERGENCY EVACUATION SIGN

**COLLINS TOWER**  
SOFITEL HOTEL 25 COLLINS STREET, MELBOURNE VIC 3000

LEVEL 35

**AMP capital**  
INVESTORS

**ADF TRAINING**  
OFFICE: 1000 MCGILLAVERRY AVENUE, MELBOURNE VIC 3000

🔥 FIRE EXTINGUISHER
🚒 FIRE HOSE REEL
🚒 FIRE HYDRANT
🚒 BREAK GLASS ALARM
📺 FIRE INDICATOR PANEL
🚪 EWIS
🚪 EWIS
👤 WARDEN INTERCOM
🚗 LIFT
🚗 STAIRS
🚪 FIRE EXIT
➡️ EXIT ROUTE
🟢 ASSEMBLY AREA

## FOOD & BEVERAGE

Due to hotel liability restrictions, any food or beverage product company desiring to dispense samples to those attending the convention should approach the hotel and make arrangements for the purchase of said products from the hotel. In the event any food and beverage is supplied by an external supplier it is essential good food and handling procedures are followed. Please contact the Sofitel Melbourne On Collins Events Executive to discuss your requirements and obtain an event declaration form.

## HACCP FOOD SAFETY

Sofitel Melbourne on Collins is committed to ensuring that all food produced and provided to our guests is safe and meets the highest quality standards. This commitment is demonstrated by the local legislative requirements and is independently audited against the International Codex Alimentarius Code of Practice. Through the implementation of our HACCP Program, we will identify, evaluate and control hazards which are significant for food safety and food quality across all food operations from incoming raw materials to guest food service.

## ENVIRONMENTAL STATEMENT

Sofitel Melbourne On Collins is committed to providing employees and the wider community with a high level of environmental management that aims to apply best practice for all environmental aspects identified within its business.

Sofitel Melbourne On Collins will strive to comply with all relevant environmental legislation and licence requirements identified through its Environmental Management System.

We intend to implement new environmental initiatives and introduce new procedures that will prevent pollution and continually improve our ecological footprint.

Our focus will be on waste minimisation, reducing the use of natural resources and improving the environmental awareness of staff, guests and suppliers through training.

The hotel's EMS & HACCP systems will co-exist with a focus on improvements towards an efficient hotel complex.

Sofitel Melbourne On Collins is committed to establishing, maintaining and reviewing the documentation, procedures and records that relate to its significant environmental aspects and associated impacts.



## CANVASSING

Exhibitors may not canvass or distribute promotional material other than from their Exhibition stand.

APPENDIX B

EXHIBITOR EQUIPMENT REQUIREMENT FORM

Exhibitor Name \_\_\_\_\_  
Booth Location \_\_\_\_\_  
Booth Number \_\_\_\_\_  
Event Date(s) \_\_\_\_\_  
Conference Name \_\_\_\_\_  
Exhibitor Contact Name \_\_\_\_\_

**HIRING OF ADDITIONAL EQUIPMENT**

- Wireless Internet (1,001MB) at \$75.00 per day - Exhibition/Trade Booth
- Wireless Internet (2,001MB) at \$150.00 per day - Exhibition/Trade Booth
- Wireless Internet (3,001MB) at \$225.00 per day - Exhibition/Trade Booth
- Wireless Internet (4,001MB) at \$300.00 per day - Exhibition/Trade Booth
- Wireless Internet (5,001MB) at \$375.00 per day - Exhibition/Trade Booth
- Unlimited Wireless Internet at \$500.00 per day - Exhibition/Trade Booth

Please advise how many days required \_\_\_\_\_  
If you have any specific internet requirements please contact the hotel directly.

**The above prices include GST.**

**PLEASE FAX THIS REQUEST TO 03 9653 7733.**

I (name) \_\_\_\_\_ hereby authorise Sofitel Melbourne On Collins to charge my credit card with the expenses incurred for requirements selected above.

Credit card type:

- American Express       Diners Club       Visa
- MasterCard       Bankcard       JCB

Card number:

Expiry date:

Signature: \_\_\_\_\_

Please forward the receipt to following address:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**\*CREDIT CARD PAYMENTS WILL INCUR A 1.3% SURCHARGE ON THE TOTAL AMOUNT BEING PAID PER TRANSACTION. THIS APPLIES TO ALL CREDIT CARDS**  
**FINAL RECEIPT WILL BE SENT TO THE ADDRESS ABOVE BY SOFITEL MELBOURNE ON COLLINS**

**APPENDIX C**

**DELIVERY INSTRUCTIONS**

**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 following form and attach one copy to each item being delivered for your function/event. Your courier will also require this information to access the loading dock for delivery purposes:

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.
9. At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up on the next working day after the event.
10. Each individual is responsible to seal and clearly label ALL items that are left behind
11. The hotel will not be responsible for incorrectly labelled or unsealed packages. All items will be stored in the C&E Operations client store room on level 1. Any items not collected from the hotel will be disposed of.
12. All deliveries made on pallets must be delivered on branded pallets eg CHEP or Loscam. If any items are delivered on non branded pallets it will be the exhibitor/senders responsibility to ensure the pallets are removed from Collins Place Loading Dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor/sender's behalf and it will be charged to them directly at \$50.00 per pallet.

**EVENT NAME** \_\_\_\_\_

**EVENT DATE** \_\_\_\_\_

**EXHIBITION/ ROOM NAME** \_\_\_\_\_

**BOX / BANNER / CARTON** \_\_\_\_\_ **OF** \_\_\_\_\_ **(TOTAL)**

**EXHIBITION BOOTH NUMBER** \_\_\_\_\_

**COURIER COMPANY NAME** \_\_\_\_\_

**DELIVERY ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**ATTENTION JIMMY SOCCIO OR MICHELLE CHAN CONFERENCE & EVENTS  
OPERATIONS MANAGERS  
PHONE NUMBER 03 9653 0000**

<b>LOADING BAY DIMENSIONS:</b>	<b>HEIGHT</b>	3.3 metres
	<b>WIDTH</b>	3.6 metres
<b>GOODS LIFT:</b>	<b>DEPTH</b>	1752mm (5'9''ft)
	<b>ELEVATOR DOOR HEIGHT</b>	2690mm (8'10''ft)
	<b>ELEVATOR DOOR WIDTH</b>	1220mm (4'0''ft)
	<b>DOOR TO DOOR</b>	2000mm (6'7''ft)
	<b>WEIGHT CAPACITY</b>	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.

**APPENDIX D**

**COLLECTION LABEL /PICK UP INSTRUCTIONS  
PLEASE ATTACH ONE FORM TO EACH ITEM BEING COLLECTED**

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

your courier will also require this information to access the loading dock for collection purposes:

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 can be collected 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. At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up on the next working day after the event.
9. Each individual is responsible to seal and clearly label ALL items that are left behind
10. Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors or sender. It is the sole responsibility for the exhibitor/sender to complete the consignment noted and attach the items being collected along with a label outlining the appropriate delivery address.
11. The hotel will not be responsible for incorrectly labeled or unsealed packages. All items will be stored in the C&E Operations client store room on level 1. Any items not collected from the hotel will be disposed of.
12. All deliveries made on pallets must be delivered on branded pallets eg CHEP or Loscam. If any items are delivered on non branded pallets it will be the exhibitor/senders responsibility to ensure the pallets are removed from Collins Place Loading Dock area at the conclusion of the event. If the pallet is not removed then Sofitel Melbourne On Collins will arrange this on the exhibitor/sender's behalf and it will be charged tot hem directly at \$50.00 per pallet.

EVENT NAME \_\_\_\_\_

COLLECTION DATE \_\_\_\_\_

EXHIBITION/ ROOM NAME \_\_\_\_\_

BOX / BANNER / CARTON \_\_\_\_\_ OF \_\_\_\_\_ (TOTAL)

EXHIBITION BOOTH NUMBER \_\_\_\_\_

COURIER COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

**PLEASE CALL 03 9653 0000 & ASK FOR JIMMY SOCCIO OR MICHELLE CHAN  
CONFERENCE & EVENTS OPERATIONS MANAGERS  
TO CONFIRM ITEMS BEING COLLECTED FROM THE HOTEL**

<b>LOADING BAY DIMENSIONS:</b>	<b>HEIGHT</b>	3.3 metres
	<b>WIDTH</b>	3.6 metres
<b>GOODS LIFT:</b>	<b>DEPTH</b>	1752mm (5'9''ft)
	<b>ELEVATOR DOOR HEIGHT</b>	2690mm (8'10''ft)
	<b>ELEVATOR DOOR WIDTH</b>	1220mm (4'0''ft)
	<b>DOOR TO DOOR</b>	2000mm (6'7''ft)
	<b>WEIGHT CAPACITY</b>	1587kg (3500lb)

Trucks collecting items must enter via Collins Place Loading Bay must have a tail gate to collect items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks & Forklift if required to collect items.

## APPENDIX E

### GENERAL INFORMATION, RULES AND REGULATIONS FOR CONFERENCE AND EVENTS CLIENTS AT SOFITEL MELBOURNE ON COLLINS

This induction pack is designed to ensure that all clients comply with Sofitel Melbourne On Collins' policies and procedures regarding Occupational Health, Safety and the Environment.

We require that all clients read the attached induction pack and sign the last page to show your understanding. We also ask that you provide copies of the following documents:

- Public Liability Insurance
- WorkCover to the required minimum

Please sign and return the last page to Sofitel Melbourne On Collins prior to your event. If we do not receive the requested documents from you prior to the event date, you will be required to complete the induction with the Event Floor Manager prior to commencing the event.

#### ▪ INSURANCE COVER

All clients are required to provide proof of their current insurance policies with the following minimum coverage:

- Public Liability \$ 20,000,000
- Work Cover as per the Act

***Please note that no clients will be allowed to work at the Sofitel Melbourne on Collins without the required coverage.***

#### ▪ ENTRY & EXIT

Entry and exist for clients is via the hotel main entrance- 25 Collins Street Melbourne. Report to the Event Floor Manager for your event to sign in and receive an identification lanyard. Any client who has not returned the attached induction acknowledgment form will be taken through an induction on premise before they are permitted to commence the event.

#### ▪ CLIENTS' EQUIPMENT.

In accordance with Australian Standard 3760, all clients' portable electrical equipment (any electrical items being plugged into the hotel's power supply) used on site at Sofitel Melbourne On Collins ***must be safety tested and tagged by a licensed electrician prior to conference or event commencement***, and the tag must be valid. There are no exceptions to this policy, and this includes equipment supplied by clients, their guests and their contracted suppliers. The status of each piece of equipment will be checked by an in-house Technician on Duty. Sofitel Melbourne On Collins reserves the right to suspend the use of any equipment until the matter is resolved.

***All electrical equipment, including extension leads, must be tested and tagged as per AS 3760 – 2001 before bringing on site.***

#### ▪ ENVIRONMENTAL MANAGEMENT.

Sofitel Melbourne on Collins has an ongoing commitment towards the environment.

We continually strive to improve our environmental performance and expect the same from our clients

It is every client's responsibility to comply with our environmental policies i.e.:

- Dispose of any waste in an environmentally acceptable manner.
- Use environment friendly materials.
- Recycle waste where possible.
- Avoid where possible air emissions of ozone depleting substances.
- Ensure compliance with the Environmental Code of Practice, The Environmental State & Federal Acts and Australian Standards related to environmental issues.

***Failure to comply with these responsibilities may result in legal action.***

▪ **INCIDENT / INJURY/ HAZARD**

In the event that you or anyone you are working with becomes injured while at work onsite at Sofitel Melbourne On Collins, please immediately advise the Duty Manager by **dialling 2000** from any phone in the hotel. Ambulance, medical or first aid treatment will be arranged as required. All accidents, injuries and near misses must be recorded in an incident report form by the Duty Manager and will be investigated to ensure that the risk of further injury or harm is reduced or eliminated. If you come across a hazard in the workplace that you are not able to remove, advise the Duty Manager by **dialling 2000** immediately to ensure that the hazard is either eliminated or the risk of injury is minimised.

▪ **DISTURBANCE TO GUESTS AND EMPLOYEES**

Clients should take particular care not to cause disturbance to guests or to other staff whilst on the premises. This would mean in particular, obstruction of walkways, noise and interference on floor corridors, in the restaurant, bars and administration areas.

▪ **EMERGENCY PROCEDURES**

In the case of an emergency – Dial 2000 from any hotel phone.

Familiarise yourself with the attached Evacuation Floor Plans prior to commencement of work. All emergency exits are to stay free from rubbish, tools, vehicles and other obstructions. In the event of an emergency that may require evacuation, a short intermittent beeping alarm will be heard through the hotel PA system. This is an alert that you should be prepared to evacuate should the emergency escalate.

When the emergency alert has sounded, stay where you are and wait for further instructions. If we are required to evacuate the hotel you will hear a long whooping alarm which indicates the building will be evacuated. If it is safe to do so, turn off all electrical equipment and, closing all doors behind you as you leave an area to prevent the spread of smoke and fire, leave everything behind and make your way out of the building via the closest exit.

When instructed to evacuate the hotel you will be under the direction of the Chief Fire Warden (White Safety Hat), the Floor Warden (Yellow Safety Hat) or Deputy Warden (Red Safety Hat).

A warden at the front of the building will direct you to the Emergency Assembly Point in *the Treasury Gardens adjacent to Spring Street*.





Emergency Evacuation level 35

### EMERGENCY ALARM TONES

**Alert Alarm – BEEP BEEP**

Evacuation Alarm – WHOOP WHOOP

**TO RAISE THE ALARM FOR AN EMERGENCY TELEPHONE**

“000” POLICE  
“000” FIRE  
“000” AMBULANCE

### EMERGENCY PROCEDURES

**EVACUATE ON HEARING THE EVACUATION ALARM – WHOOP WHOOP**

- Follow instructions given by wardens
- Remain calm and exit in an orderly fashion
- Evacuate through the nearest and safest fire exit
- Proceed to the designated assembly areas and remain there until directed
- Alert a warden if there are any injuries or other critical emergencies

### SAFETY CONSIDERATIONS

**R REMOVE PEOPLE**  
Remove people from the area

**A ALERT**  
Warn, call and members of the public

**C CONFINE FIRE & SMOKE**  
Close windows and doors of room to be hit

**F EXTINGUISH**  
In minor fire, if safe to do so

### FIRE EXTINGUISHERS

**OPERATING INSTRUCTIONS**

**P**ull  
**A**im  
**S**queeze  
**S**weep



## EMERGENCY EVACUATION SIGN



### COLLINS TOWER

SOFITEL HOTEL, 25 COLLINS STREET, MELBOURNE VIC 3000

## LEVEL 35



**ASSEMBLY AREA MAP**



**LEGEND:**

- FIRE EXTINGUISHER
- FIRE HYDRANT
- FIRE HOSE REEL
- FIRE ALARM PANEL
- FIRE ACTOR
- EWS
- E.M.S.
- WARDEN
- INTERCOM
- LIFT
- STAIRS
- EXIT
- EXIT ROUTE
- ASSEMBLY AREA

### EXTINGUISHER SELECTION CHART

TYPE OF EXTINGUISHER	A	B	C	D	E	F
1. LIGHT OIL	1.1	1.1	1.1	1.1	1.1	1.1
2. HEAVY OIL	1.1	1.1	1.1	1.1	1.1	1.1
3. SOLUBLE FLAMMABLE LIQUIDS	1.1	1.1	1.1	1.1	1.1	1.1
4. SOLUBLE FLAMMABLE LIQUIDS (with water)	1.1	1.1	1.1	1.1	1.1	1.1
5. SOLUBLE FLAMMABLE LIQUIDS (with foam)	1.1	1.1	1.1	1.1	1.1	1.1
6. SOLUBLE FLAMMABLE LIQUIDS (with dry powder)	1.1	1.1	1.1	1.1	1.1	1.1
7. SOLUBLE FLAMMABLE LIQUIDS (with wet chemical)	1.1	1.1	1.1	1.1	1.1	1.1
8. SOLUBLE FLAMMABLE LIQUIDS (with potassium acetate)	1.1	1.1	1.1	1.1	1.1	1.1
9. SOLUBLE FLAMMABLE LIQUIDS (with potassium bicarbonate)	1.1	1.1	1.1	1.1	1.1	1.1
10. SOLUBLE FLAMMABLE LIQUIDS (with potassium carbonate)	1.1	1.1	1.1	1.1	1.1	1.1
11. SOLUBLE FLAMMABLE LIQUIDS (with sodium bicarbonate)	1.1	1.1	1.1	1.1	1.1	1.1
12. SOLUBLE FLAMMABLE LIQUIDS (with sodium carbonate)	1.1	1.1	1.1	1.1	1.1	1.1
13. SOLUBLE FLAMMABLE LIQUIDS (with sodium chloride)	1.1	1.1	1.1	1.1	1.1	1.1
14. SOLUBLE FLAMMABLE LIQUIDS (with sodium sulfate)	1.1	1.1	1.1	1.1	1.1	1.1
15. SOLUBLE FLAMMABLE LIQUIDS (with sodium phosphate)	1.1	1.1	1.1	1.1	1.1	1.1
16. SOLUBLE FLAMMABLE LIQUIDS (with sodium silicate)	1.1	1.1	1.1	1.1	1.1	1.1
17. SOLUBLE FLAMMABLE LIQUIDS (with sodium borate)	1.1	1.1	1.1	1.1	1.1	1.1
18. SOLUBLE FLAMMABLE LIQUIDS (with sodium nitrate)	1.1	1.1	1.1	1.1	1.1	1.1
19. SOLUBLE FLAMMABLE LIQUIDS (with sodium nitrite)	1.1	1.1	1.1	1.1	1.1	1.1
20. SOLUBLE FLAMMABLE LIQUIDS (with sodium sulfite)	1.1	1.1	1.1	1.1	1.1	1.1
21. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenite)	1.1	1.1	1.1	1.1	1.1	1.1
22. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurite)	1.1	1.1	1.1	1.1	1.1	1.1
23. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
24. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
25. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
26. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
27. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
28. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
29. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
30. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
31. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
32. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
33. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
34. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
35. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
36. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
37. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
38. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
39. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
40. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
41. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
42. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
43. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
44. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
45. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
46. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
47. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
48. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
49. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
50. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
51. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
52. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
53. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
54. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
55. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
56. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
57. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
58. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
59. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
60. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
61. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
62. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
63. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
64. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
65. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
66. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
67. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
68. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
69. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
70. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
71. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
72. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
73. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
74. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
75. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
76. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
77. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
78. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
79. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
80. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
81. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
82. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
83. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
84. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
85. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
86. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
87. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
88. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
89. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1
90. SOLUBLE FLAMMABLE LIQUIDS (with sodium chromate)	1.1	1.1	1.1	1.1	1.1	1.1
91. SOLUBLE FLAMMABLE LIQUIDS (with sodium dichromate)	1.1	1.1	1.1	1.1	1.1	1.1
92. SOLUBLE FLAMMABLE LIQUIDS (with sodium permanganate)	1.1	1.1	1.1	1.1	1.1	1.1
93. SOLUBLE FLAMMABLE LIQUIDS (with sodium hypochlorite)	1.1	1.1	1.1	1.1	1.1	1.1
94. SOLUBLE FLAMMABLE LIQUIDS (with sodium chlorate)	1.1	1.1	1.1	1.1	1.1	1.1
95. SOLUBLE FLAMMABLE LIQUIDS (with sodium perchlorate)	1.1	1.1	1.1	1.1	1.1	1.1
96. SOLUBLE FLAMMABLE LIQUIDS (with sodium bromate)	1.1	1.1	1.1	1.1	1.1	1.1
97. SOLUBLE FLAMMABLE LIQUIDS (with sodium iodate)	1.1	1.1	1.1	1.1	1.1	1.1
98. SOLUBLE FLAMMABLE LIQUIDS (with sodium selenate)	1.1	1.1	1.1	1.1	1.1	1.1
99. SOLUBLE FLAMMABLE LIQUIDS (with sodium tellurate)	1.1	1.1	1.1	1.1	1.1	1.1
100. SOLUBLE FLAMMABLE LIQUIDS (with sodium molybdate)	1.1	1.1	1.1	1.1	1.1	1.1

**DATE: 31<sup>ST</sup> AUGUST 2009**

# S O F I T E L

HOTELS & RESORTS

I hereby acknowledge that I have read the, "General Information, Rules and Regulations for Conference and Events Clients at Sofitel Melbourne on Collins".

I have reviewed and understand the information provided. I agree that in signing below, I acknowledge that I will inform all individuals involved in the facilitation of this event at the Sofitel Melbourne On Collins.

I sign below to agree to abide by the policies and to accept responsibilities, obligations and consequences for any non compliance by either myself, or those that I have engaged to assist in the facilitation of this event.

**CLIENT DETAILS:**

Client Name:	Date:
Company Name:	Onsite Contact Person Name:
Mobile No:	Office No:
Principal Client Signature:	

**OFFICE USE ONLY:**

Sofitel Ambassador Name:	Sofitel Ambassador Signature:
Date:	

## ADDITIONAL INFORMATION

Hotel	Sofitel Melbourne On Collins
Address	25 Collins Street, Melbourne Victoria 3000
Main Telephone Number	+61 3 9653 0000
Main Fax Number	+61 3 9650 4261
To Dial a Room	Enter room number only
To Dial Outside Line	Enter 0 the number
To Dial International	Outside Line plus 0011-country code-area code & number
Hotel Internet Facilities in Function Rooms	WIFI access is available in all function rooms within the hotel and can be purchased onsite during your event <u>from</u> \$75.00 per user per day. Please contact the Events Executive to arrange an access code.
Hotel Internet Facilities in Accommodation Rooms	WIFI access is available in all accommodation rooms. For charges, please refer to the in room compendium for details.  Hotel WIFI is supplied by ReiverNet with 24 hour access helpdesk and can be contacted on Phone 1300 300 472
Room Service Hours	24 Hours
Hotel Bars & Opening Times	Atrium Bar Located on Level 35 5:00pm-12:00am Sofi's Lounge Located on Level 1 9:00am-6:00pm * Times may be subject to change pending schedule of events.
Hotel Restaurants & Opening Times	No35 on Level 35 Breakfast – 6.30am-10.30am Lunch 12.00 – 3.00pm (Please check service & opening times as this is subject to change) Dinner 5.30-10.30pm (Reservations Recommended)
Hotel Health Facilities & Opening Times	SoFit – Located on Level 36 Daily 6.00am – 10:00pm Access to only in house guests. Room key card to enter gym.
Nearest 24hour Chemist (Pharmacy)	Collins Place Pharmacy – Lower Ground Floor Monday – Friday 8:30am – 6:00pm Saturday – 10:00am – 2:00pm Sunday – Closed Slade Pharmacy – 89 Bridge Road Open 7 days - 8.00am – 10:00pm
Nearest 24hour Hospital Nearest Hospital with Emergency Department	Epworth Hospital – 89 Bridge Road Richmond St Vincent's Hospital – 41 Victoria Parade Melbourne
Medical Centre	Collins Street Medical Centre Level 8, 267 Collins Street Melbourne Phone 03 9654 6088 (Please contact to check availability and opening hours)
Nearest 24hour Convenience Store	7 Eleven – end of hotel driveway on Collins street
Nearest Laundromat	Melbourne City Laundrette –Corner Russell & Lonsdale Street Melbourne
Nearest ATM	ANZ Bank located in Collins Place Shopping Precinct on Lower Ground Floor.
Nearest Post Office	111 Bourke Street Melbourne 3000
Nearest Public Phones	Public telephones are located in Collins Place at the eastern end of the complex on the ground floor next to Planinsek and at the Western end of the complex on the lower ground floor next to Maio Café.
Kwik Kopy and Printing Services	Kwik Kopy Melbourne 45 Exhibition Street Melbourne VIC 3000 Phone: 9650 6733