

E-Research

EXHIBITOR INFORMATION

Delivery Box Label

Please find attached the box label. All items being delivered to the hotel should be clearly marked and have the box label attached. Please mark - Attention: **Kate Clark** - on the delivery docket for easy identification at this end.

Deliveries

All incoming items for functions should arrive via the Receiving Bay in Queens Lane. It is preferred that all items arrive to the Receiving Bay between the hours of 0700am - 1500pm, Monday - Friday. Deliveries outside of these hours will need to be arranged prior to delivery.

Curfew

The Hotel is located in a mixed commercial / residential area and as such has to restrict heavy vehicular activity in Queens Lane. The use of trucks, forklifts, and such with reversing beeper tones will not be permitted in the lane between 2000pm – 0800am, Monday to Saturday and 2000pm – 0900am on Sundays.

*This curfew applies to the use of the Grand Ballroom goods hoist, Grand Ballroom loading bay and State Loading Area.

Conference Delivery Dates and Storage of Goods

Deliveries can only be accepted no more than 3 working days prior to the event commencement date. Therefore deliveries are allowed for this event from **Friday 12th October 2018**. Deliveries will not be accepted earlier than this date without prior arrangement.

Should weekend access for deliveries be required, please arrange prior to delivery.

Collection of Goods

Goods to be collected after the event should be sealed and properly addressed, again with the sender's name and contact phone number. All goods must be removed from the hotel premises or storerooms by close of business 1 working day after the conclusion of the event. Therefore all goods must be collected by the end of business on **Friday 19th October**. Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

Exhibitor Responsibilities

1. The Pullman Melbourne Albert Park does not accept responsibility for loss and/or damage to any goods brought to the hotel before, during or after an event. It is the exhibitors' own responsibility to arrange adequate insurance to cover such potential loss and/or damage. The Pullman Melbourne Albert Park Conference facilities are classified as public access areas, please ensure that personal belongings are not left unattended.
2. Should exhibitors engage external contractors direct, it is the responsibility of the exhibitor to advise the Hotel Event Co-ordinator and to ensure that the contractors comply with the Hotel's grooming and professional behaviour standards and complies with all workplace health and safety requirements. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.
3. It is the exhibitor's responsibility to organise clear and accurate dispatch labels, consignment notes and couriers for the collection of any goods left at The Pullman Melbourne Albert Park on conclusion of the conference. The Pullman Melbourne Albert Park will not fill in or sign consignment notes on behalf of the company. Courier companies must be told exactly how many boxes, the size and weight of the freight. Courier companies are not to be told the Hotel Event Co-ordinator is the contact and will provide all details. All details must be provided by the company organising the collection of goods.
4. There is no onsite storage at the venue unless arranged prior with the venue - additional fees apply, to be entirely prepaid by the exhibitor. We recommend building storage into the booths or arrange offsite storage with the freight company. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Internal Good Lifts and Loading Bay /Area Information

Please find attached the service lift and loading bay specifications.

Pallet Jacks / Scissor lifts

The Hotel does not offer its own equipment for use during exhibitions. We recommend that pallet jacks and scissor lifts are hired in specifically for the event to avoid delays.

Furniture / Pot Plants

All furniture, pot plants etc, should be ordered through the contracted the Exhibition Company. The Hotel will not provide any of these items.

Testing and Tagging

It is a legal requirement in all Exhibition area that all electrical equipment be tested and tagged. This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions.

Catering - Provision of Food and Beverage

Under NO circumstances are exhibitors or delegates permitted to provide food and beverage in their stand unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition. All catering requirements for booths can be arranged with the Hotel Event Co-ordinator prior to the exhibition.

Car Parking

The car park is conveniently located beneath the hotel and accessible via Lorne Street. The rate is \$32.00 (cost per exit/or per 24 hours whichever occurs first). However, please note that the car parking rates are subject to change without notification. There is one further car park in close proximity to the hotel to ensure ample space is available. Should you wish to organise bulk billed car parking, please speak with your Hotel Event Co-ordinator who will arrange parking vouchers.

Forklift Access / Grand Ballroom Goods Hoist

The Grand Ballroom loading bay is accessible by the good hoist and by forklift
The State Ballroom loading bay is accessible only by forklift.

There is no charge for the hire of the hotel forklift however labour charge apply should one of the hotel staff be required to drive. Alternatively anyone with a forklift license may operate the forklift provided they have their license with them on the day of use

Details associated with forklift hire and usage may be obtained from the Hotel Event Co-ordinator.

Failure to advise your requirement for a forklift driver to the Banquet Office at least 10 days prior to move in, may result in serious delays or non-availability of the equipment / service.

Hotel Contact Details:

Kate Clark
Conference and Events Manager
Tuesday, Wednesday + Thursday
65 Queens Rd, Melbourne 3004
T: (03) 8554 2813
E: H8788-SL4@accor.com

LOADING BAY AND GOODS LIFT DIMENSIONS

GRAND BALLROOM GOODS HOIST

Please note the hotel needs to be advised of any items over 500kg. Please contact your event at the hotel on the details on page 3

Height (Ground floor to First floor):	4.65 metres
Platform Size:	3.0 metres (w) x 4.5 metres (l) x 2.6 metres (h)
Entry to Grand Ballroom Door Height:	2.3 metres
Entry to Grand Ballroom Door Width:	3.0 metres
Weight Capacity:	2,500 kg

If the items being delivered to the hotel are larger than the above measurements and you will require use of the Goods Hoist, please contact your event manager at the hotel on the details on page 2 to ensure access is available

GRAND BALLROOM GOODS LIFT

Height:	2.0 metres
Width:	1.1 metres
Depth:	2.5 metres
Weight Capacity:	1,600 kg

If the items being delivered to the hotel are larger than the above measurements and you will require use of the State Loading Area, please contact your event at the hotel on the details on page 3 to ensure access is available