

BOX LABEL / SATCHEL INSERT

(Must be used with all deliveries to the Hotel)
(Please complete in BLOCK CAPITALS)

TO: **Pullman Melbourne Albert Park**
65 QUEENS ROAD
MELBOURNE VIC 3004
via RECEIVING BAY (*off Queens Lane*)

HOTEL CONTACT: **KATE CLARK**

EVENT NAME: **ERESEARCH AUSTRALASIA CONFERENCE 2018** EVENT DATE: **15 - 19 OCTOBER 2018**

COMPANY NAME: _____

COMPANY CONTACT: _____ TELEPHONE: _____

BOOTH / STAND NUMBER: _____ ROOM: _____

BOX _____
OF _____

<u>OFFICE USE</u>	
Date Received	_____
Time Received	_____
Received By	_____
Deliver to Room	_____ BY _____ HRS
Function Number	