

eResearch Australasia Conference

17-19.10.18

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: **BIANCA VERDUN** - 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

Conference Delivery Dates & Storage of Goods

Deliveries can only be accepted no more than 2 working days prior to the event commencement date. Therefore deliveries are allowed for this event from **Thursday 11th 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 **Monday 22nd October 2018** Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

Exhibitor Responsibilities

1. Pullman Melbourne Albert Park does not accept responsibility for loss & 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 & or damage. Pullman Melbourne Albert Park's Conference and Banquet Venues 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 & to ensure that the contractors comply with the Hotel's grooming and professional behaviour standards & 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 Pullman Melbourne Albert Park on conclusion of the conference. 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 Executive is the contact and will provide all details. All details must be provided by the company organising the collection of goods.

Service Lift and Loading Bay 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

Conveniently located beneath the hotel and accessible via Lorne Street, the car park has 400 parking bays for your convenience. At the time of writing, the rate is \$32.00* per vehicle per day / per exit. 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.

*Rates are subject to change without notice

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.

Wireless Internet

Rates: Complimentary
Usage: One individual login

Hard wired internet is available. Please contact Bianca Verdun on the details below to arrange.

Hotel Contact Details:

Bianca Verdun
Conference & Events Coordinator
65 Queens Rd, Melbourne 3004
T: (03) 8554 2810
F: (03) 8554 2817
E: bianca.verdun@accor.com

LOADING BAY AND GOODS LIFT DIMENSIONS

GRAND BALLROOM GOODS HOIST

| | |
|---------------------------------------|--|
| 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 |

GRAND BALLROOM GOODS LIFT

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

STATE BALLROOM LOADING BAY

| | |
|----------------------|--|
| Height: | 2.9 metres (Ground floor to first floor) |
| Door Height: | 3.5 metres |
| Door Width: | 2.0 metres |
| Floor Load Capacity: | 500 kg |

STATE BALLROOM GOODS LIFT

| | |
|------------------|------------|
| Height: | 1.9 metres |
| Width: | 1.4 metres |
| Depth: | 1.2 metres |
| Weight Capacity: | 1,200 kg |

INCOMING B O X L A B E L

(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 LOADING DOCK (OFF QUEENS LANE)

EVENT NAME: eResearch Australasia Conference **EVENT DATE:** 14-19.10.18

BOOTH / STAND NUMBER: _____ **ROOM:** Grand Ballroom 5-7 + Lobby

COMPANY NAME: _____

COMPANY CONTACT: _____ **MOBILE NO:** _____

HOTEL CONTACT: *BIANCA VERDUN 03 9825 2810*

| |
|------------------|
| BOX _____ |
| OF _____ |

OUTGOING LABEL

(Must be used on every item to be collected from the Hotel – boxes without labels will not be collected by couriers)

EVENT NAME: _____

PICK-UP DATE: _____

DELIVERY DETAILS

COMPANY _____

NAME _____

ADDRESS _____

TELEPHONE NO: _____

Collect from **Pullman Melbourne Albert Park**, 65 Queens Road, Melbourne, 3004
via Receiving Bay, off Queens Lane

SENDERS DETAILS

SENDERS NAME: _____

COMPANY NAME: _____

TELEPHONE: _____

- **Collection Period: Monday – Friday 0700 -1500**
(Collection out of these times cannot be guaranteed)
- **Disposal fee may apply if items are not collect within 48 hours after the completion of the event**

BOX _____

OF _____