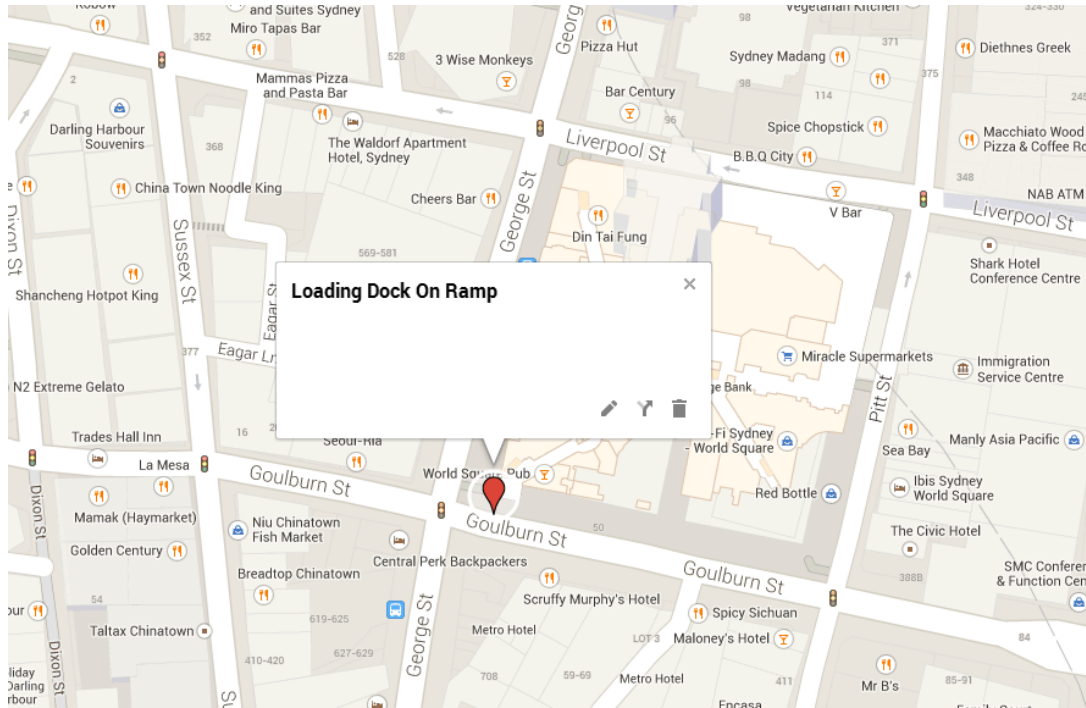


Information for Trade Exhibitors

Address: 389 Pitt Street, Sydney, NSW 2000

Hotel Access for Delivery of Trade Exhibitors Items:



All deliveries must be made via the Hotel’s Loading Dock (indicated above image). Deliveries will be accepted between **8am to 3pm** Monday to Friday. Vehicle height restriction is 4.1 metres high (exceeding this height will cause damage to the roller door on exiting; any such damage will be payable to the Hotel by the trucking company and/or their designated driver).

Service Lift Dimensions:

Service Lifts are accessible only from the Basement Loading Dock area.

Service Lift information	
Height	2.1m
Length	2.1m
Width	1.1m
Weight Capacity	1224kg

Service Door into Lobby Area	
Height	2.2m
Width	1.6m

Forklift:

The Hotel has a forklift available – Use of this must be pre arranged in or we may not be able to assist.

Audio Visual Requirements:

Arranged direct with the Event Coordinator

Information for Trade Exhibitors

Storage of Boxes/Cartons etc prior/day/after day of event:

Due to very limited storage areas for boxes/cartons/crates etc that may be required for the return of Trade Display Items/Equipment, Exhibitors must check with the hotel event coordinator to check if enough storage space is available.

- Any storage space needed prior to the event, the exhibitor must inform the Event Coordinator. Storage can be kept 3 days before the event. Anything prior will be at a cost of **\$100 per day**.
- Storage must be collected within 48 hours after event, failure to do so will incur a **\$100 per day** penalty. Any storage that is unclaimed thereafter will be disposed of and the hotel will accept no responsibility of this.

Note: Goods must be collected/picked up within 48 hours of Trade Pack down & must be clearly labelled & have a completed consignment note attached ready for pickup.

Complimentary Internet:

Access log in and password will be provided on the day of event.

Security:

The Hotel's Security is conducted randomly. Organisers should arrange Security in the Trade Display Area. Trade Exhibitors should also ensure they have appropriate cover for all goods whilst on the Hotel property. Therefore storage items must be securely stored, for example locks on cases. The Hotel will not be responsible for missing items.