

3 FREIGHT FORWARDER

Any pallet sized or oversized deliveries (max 2.3m H x 2.4M W and 1.2M deep) are required to be sent to the freight forwarder. This includes all custom builder equipment and materials.

Freight must arrive to the freight forwarder between 14 and 7 days prior to the conference trade build day. Any deliveries before or after will attract additional charges and late deliveries may be delayed to the venue. Refer to the Move In/Out schedule for full details.

All freight to the forwarder must have the correct delivery labels attached and delivery advice form completed and emailed to the freight forwarder. The freight forwarder will deliver to the venue as per the move in and out schedule attached to this document.

The Hotel does not offer any onsite storage; therefore, road cases/containers will need to be stored of site. Please refer to the Move In/Out schedule to see if this is necessary for your event.

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4 MACQUARIE STREET LOADING DOCK

(ONLY GENERAL DELIVERIES ARE TO BE SENT TO THIS LOADING DOCK – see below size guide)

General deliveries should be sent to this dock. All deliveries need to be labelled correctly using the delivery label. Goods that are not labelled clearly will not be accepted. HGCH may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue.

Deliveries will only be accepted a maximum of three days prior to the start of the venue hire. HGCH reserves the right to refuse delivery of items prior to this.

Goods must be collected 1 working day after the event has concluded, or the following business day. Items not collected may be disposed of by the Hotel. Goods that do not fit in the lifts will be left on the loading bay until there is a representative from the sender to witness unpacking to accept responsibility of the goods and ensure their safety and security.

Deliveries are limited to the following size:

1.20m W by 2.00m H by 1.20m D

Maximum weight:

1800kg (service lift access)

Loading Dock height:

Ground to platform 1.20m

5 EVANS STREET LOADING DOCK

(PALLETISED AND OVERSIZED GOODS ARE TO BE SENT TO THE FREIGHT FORWARDER)

Deliveries to the Evans Street loading dock can be arranged by prior agreement and specific delivery time, this is used for palletised and oversized goods to be delivered directly to the conference floor.

A tall mast forklift is required to provide access to the Evans Street Loading Dock and charges are applicable.

They are limited to:
2.3m H x 2.4m W x 1.2m D.

Trade Shows and Custom Trade Booth Builders should contact ExpoTas (0418 188 377 or E: rod@expotas.com.au) to discuss Evans Street Loading Dock access.

Where the Evans Street loading dock is required, please refer to the Exhibition Move In/Out Schedule.

Incorrectly packed or palletted items will not be accepted by the hotel and its representatives. Occupational Health and Safety Standards must be adhered to.