**LOADING DOCK 2**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

**ATTENTION:**

**OPERATIONS SERVICE MANAGER**

**03 9292 8547**

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| --- | --- | --- | --- |
| **Contact Name** |  | | |
| **Contact Phone** |  | | |
| **Name of Event** | **The Big Meet 2020** | | |
| **Event Date/s** | **27/03/2020** | | |
| **Event Manager** | **Kahlia Ashton** | | |
| **Room Name/ Number** | **Palladium** | | |
| **Booth Name (if relevant)** |  | | |
| **Item Number** |  | **Total Number of Items** |  |

CROWN DELIVERY INSTRUCTIONS:

* Loading dock operates between 0800 and 1600
* Loading dock clearance height is 4200mm
* If the Loading Dock is unattended please call **03 9292 8547**
* At the conclusion of your function we ask that all items be taken with you on the day
* Any items left must be packed, labelled and if required have a couriers con-note attached
* Crown will not be responsible for any item left on site
* Items left on site will only be held for 7 days after the event before they are disposed of