**LOADING DOCK 2**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

**ATTENTION:**

**OPERATIONS SERVICE MANAGER**

**03 9292 8547**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** |  | | |
| **Contact Phone** |  | | |
| **Name of Event** | Connective Professional Development Day – Vic | | |
| **Event Date/s** | 12 March 2025 | | |
| **Event Manager** | Carmen Chan | | |
| **Room Name/ Number** | Palladium C | | |
| **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

COURIERS TO COLLECT FROM:

**LOADING DOCK 2**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

**OUTGOING GOODS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** |  | | |
| **Contact Phone** |  | | |
| **Name of Event** | Connective Professional Development Day – Vic | | |
| **Event Manager** | Carmen Chan | | |
| **Expected Pick up Date** |  | | |
| **Address where items are to be delivered** |  | | |
| **Booth Name (if relevant)** |  | | |
| **Item Number** |  | **Total Number of Items** |  |

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