

## Meeting Mart Tuesday, 15<sup>th</sup> November 2011

### 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: Angela Geysler - 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 loading dock 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. Should you need to make alternative arrangements for delivery, please contact the Hotel event co-ordinator.

#### **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, 10<sup>th</sup> November 2011**.

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 **Wednesday, 16<sup>th</sup> November 2011**. Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.



### **Exhibitor Responsibilities**

1. The Sebel Albert Park Melbourne 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. The Sebel Albert Park Melbourne'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 The Sebel Albert Park on conclusion of the conference. The Sebel 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.

### **Telephone and Internet Requirements**

Please contact the Hotel Event Co-ordinator direct to discuss available options. Confirmation of requirements is required a minimum of 5 days prior to the commencement of the event.

Please find attached pricing and booking form.

### **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 \$16.00\* 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**

The Grand Ballroom and State Ballroom loading bays are accessible by forklift. 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.

### **Hotel Contact Details:**

Angela Geyser  
Conference & Events Manager  
65 Queens Rd, Melbourne 3004  
T: (03) 8554 2809  
F: (03) 8554 2817  
E: [angela\\_geyser@mirvac.com](mailto:angela_geyser@mirvac.com)

## LOADING BAY AND GOODS LIFT DIMENSIONS

### GRAND BALLROOM LOADING BAY

|                      |  |
|----------------------|--|
| Height:              | 4.7 metres (Ground floor to first floor) |
| Door Height:         | 2.2 metres                               |
| Door Width:          | 2.7 metres                               |
| Floor Load Capacity: | 500 kg                                   |

### GRAND BALLROOM GOODS LIFT

|                  |            |
|------------------|------------|
| Height:          | 2.0 metres |
| Width:           | 1.1 metres |
| Depth:           | 2.5 metres |
| Weight Capacity: | 1600 kg    |

### CONVENTION CENTRE LIFT (Grand Ballroom)

|                  |            |
|------------------|------------|
| Height:          | 2.1 metres |
| Width:           | 1.0 metres |
| Depth:           | 1.4 metres |
| Weight Capacity: | 816 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: | 1200 kg    |

## TELEPHONE AND INTERNET SERVICES

### Telephone Standard Lines (via PABX)

Rates: Charges apply for connection and per pulse  
Usage: Telephone or Dial Up Internet access (via the PABX)

All phone and fax lines are enabled with LOCAL, STD and MOBILE call access unless specified otherwise. International call access is available upon specific request

### Wireless Internet (via EzeStream)

Rates: \$75.00 per day  
Usage: One individual login

Additional equipment and labour charges may apply. Please speak with your Hotel Event Co-ordinator for further details and to arrange an exact quotation.

### Confirmation of Requirements

To confirm availability of your requirements please complete the form below, read and sign the Terms and Conditions and then return all pages no later than 1000am, 5 working days prior to the commencement of your event.

Upon receipt of your request you will be sent confirmation by email detailing the charges for the requested services. Please note that this form will not be processed unless all of the information is completed (including payment details) and a signed copy of Terms and Conditions has been returned.

### Payment for Services

Payment is required prior to installation and or delivery of equipment.

## TELEPHONE AND INTERNET SERVICES REQUEST FORM

Attention: **Angela Geysler**  
Telephone: (03) 8554 2809  
Facsimile: (03) 8554 2817  
Email: angela\_geyser@mirvac.com.au

Name of Event: **Meeting Mart**

Event Dates: **Wednesday, 15<sup>th</sup> November 2011**

Activation Date: From \_\_\_\_\_ To \_\_\_\_\_

Activation Times: From \_\_\_\_\_ To \_\_\_\_\_

| Telephone and Internet Services                         | Requirements |            |  |
|---|--------------|------------|--|
|   | Quantity     | No of days | Total Cost, if applicable<br>(office use only) |
| Standard Phone Line (PABX)<br>+ call costs              |              |            |  |
| Handset Required  |              |            |  |
| Wireless Internet (Ezestream)<br>(One individual login) |              |            |  |

STAND NAME : \_\_\_\_\_ STAND NUMBER: \_\_\_\_\_

COMPANY NAME : \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_

PHONE NO : \_\_\_\_\_

EMAIL : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

### Payment Details

Card Type: (circle one)    VISA    AMEX    DINERS    M/CARD

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Amount: \_\_\_\_\_ (all charges including call costs where applicable)

Name on Card: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

*1.5% credit card surcharge applies*

**Further Information:**

The Internet connection cost includes the internet access itself. To connect to the internet you require a wireless modem in your PC/laptop. It is the responsibility of the client to provide the necessary computers or laptops, with appropriate network cards that are configured correctly (eg: with IP settings, etc).

For information on related services which fall outside the scope of this form, please contact your Hotel Event Co-ordinator for assistance. On site technical assistance can be arranged subject to availability (costs to be quoted)

**Terms and Conditions of Use:**

The following terms and conditions must be read and acknowledged via a signature at the bottom of this page prior to the order being processed by the Hotel. The person ordering the services is required to sign this page and then return it with page 1 of the order form.

1. All services must be prepaid at least 3 working days prior to the move-in of an event.
2. Orders received or changed after 1000am, 3 working days prior to the move -in date will be undertaken at the Hotels discretion and if deliverable, will incur a 20% surcharge.
4. No refunds will be given if the service is cancelled within 3 working days of the activation date or if the service is not used.
5. All claims/ disputes must be brought to the attention of the Hotel Event Co-ordinator prior to the move- out of the event. Refunds will not be issued for defective services provided by the Hotel where the claim / dispute is not reported prior to move-out of the event.
6. All prices quoted are inclusive of GST (Australian Good & Services Tax) and are subject to change without notice.
7. Internet services provided by the Hotel are not for resale. Any services found to be used for these purposes will be disconnected immediately.
8. All of the Hotels equipment must remain on the premises at all times. It is the client's responsibility for the return of any equipment issued.
9. The Hotel will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by personnel other than the Hotels staff, or for insufficient time allowed for connection and testing of services.
10. If a client is using their own Communications Carrier, Hotel personnel are required to facilitate access, show cable runs or manage / plan installation.  
The client will be charged a per hour rate (costs to be quoted). The client must provide payment for these services before the Communications Carrier arrives on site.
11. The Hotel suggests that client's utilise the most current operating system updates, anti-virus signatures and firewall configurations as a bare minimum. It is solely the client's responsibility to ensure these protective measures are taken and supported by their own technical staff / contractors.
12. Any connections identified as compromising the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the Hotel.
13. The Hotel takes all reasonable precautions to ensure that protection policies are applied by all users, however can not guarantee complete protection.

I have read and understand the above terms and conditions of contract and agree to abide by them.

Name: ..... Signature: .....

Date: .....

# BOX LABEL

*(Must be used with all deliveries to the Hotel)*  
*(Please complete in BLOCK CAPITALS)*

TO: THE SEBEL & CITIGATE ALBERT PARK MELBOURNE  
65 QUEENS ROAD  
MELBOURNE VIC 3004  
via RECEIVING BAY (*off Queens Lane*)

HOTEL CONTACT: ANGELA GEYSER

EVENT NAME: MEETING MART

EVENT DATE: 15 / 11 / 2011

COMPANY NAME: \_\_\_\_\_

COMPANY CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BOOTH / STAND NUMBER: \_\_\_\_\_

BOX \_\_\_\_\_

OF \_\_\_\_\_

## OFFICE USE

Date Received \_\_\_\_\_

Time Received \_\_\_\_\_

Received By \_\_\_\_\_

Deliver to Room \_\_\_\_\_ BY \_\_\_\_\_ HRS

Function Number X

# BOX DISPATCH LABEL

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

*(Please complete in BLOCK CAPITALS)*

TO:

COMPANY  
NAME  
ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All items must be collected within 24 hours after the completion of the event  
Between 0700am – 1500pm, Monday – Friday (collection out of these times can not be guaranteed)

Collect from The Sebel and Citigate Albert Park, 65 Queens Road, Melbourne , 3004  
via Receiving Bay, off Queens Lane

EVENT NAME:

MEETING MART

EVENT DATE: 15 / 11 / 2011

SENDERS NAME:

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_

RECEIVERS NAME:

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

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

|                    |
|--------------------|
| DATE OF COLLECTION |
|--------------------|