

LOADING DOCK & LIFT ACCESS FORM

Event Name			
Function Room			
Company Name			
Contact Number			
Type of Item Being Delivered			
No. of Items Being Delivered			
Exhibitor & Booth Number			
Driver's Name <small>*Does not apply to Couriers</small>			
Driver's Contact Number <small>*Does not apply to Couriers</small>			
Type of Vehicle & Registration Number <small>*Does not apply to Couriers</small>			
DATE & TIME OF SET UP/DROP OFF <i>(arrival time at loading dock/lift access)</i> <small>*subject to venue confirmation</small>	LOADING DOCK	MARITIME BALLROOM	GRAND BALLROOM
DATE AND TIME OF TEAR DOWN/ PICK UP <i>(arrival time at loading dock/lift access)</i> <small>*subject to venue confirmation</small>	LOADING DOCK	MARITIME BALLROOM	GRAND BALLROOM

**Maximum 15 minutes allowed to load/ unload items. Parking in the loading dock is strictly prohibited.
Tear Down—please have all materials packed and ready to go before vehicles arrive at the loading dock.**

Please email this completed form to your dedicated Catering & Events Manager
Stefanie Marousis - stefanie.marousis@fourpoints.com

Kindly note that failure to return this form may prohibit access to the loading dock due to Security reasons.

LOADING DOCK INFO & LIFT DIMENSIONS SHEET

LOADING DOCK

Slip Street, Sydney NSW 2000

Opening Hours: 0700 – 1500 Monday – Friday

Contact Numbers: Your Catering & Executive Manager : +61 02 9290 4000

Access Times: * Out of hours access times can be arranged with your Catering & Event Manager
Failure to book may prohibit access to the loading dock due to Security reasons.

Dock Height Clearance 3.8 m

Available Equipment No. Of Pallet Jacks – available on request, and subject to availability
Fork lift – available on request, and subject to availability
Tail Gate Dock – available in middle bay, subject to availability

Parking Parking is available at the Wilson Parking 168 Sussex Street, *casual rate applies:
*0.0– 0.5hrs - \$5.00/ 0.5–1.0hrs - \$29.00/ 1.0–1.5 hrs - \$52.00/ 1.5–2.0 hrs - \$62.00/ 2.0 – 3.0hrs - \$69.00
Loading dock is deemed to be for loading and unloading goods only, no parking permitted.

LIFT ACCESS DIMENSIONS

DIMENSIONS	Maritime Ballroom	Grand Ballroom
WIDTH (m)	2.2	2.5
HEIGHT (m)	2.1	2.1
DEPTH (m)	2.6	6
WEIGHT (T)	4.25	4



LOADING DOCK MANAGEMENT General Access Guidelines

- It is the organizer's responsibility to ensure that exhibitors/contractors are made aware of the following information regarding use of the loading dock.
- It is the condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings may be randomly searched by Hotel Security staff upon entering and exiting loading docks.
- Any person wishing to gain access to the Hotel & Events Facilities outside the scheduled hours should notify Catering & Conventions Team through the organizer at least twenty four (24) hours in advance
- There is no parking available to contractors or exhibitors on the loading dock during the move in, operation and move-out times of an event.
- Under no circumstances should event equipment be moved in or out via front of house areas.
- The Hotel in the case of an accident and/or damage will take no responsibility to equipment during the move-in, and move-out periods.
- By law, the Hotel is required to maintain clear access for egress from all emergency exit doors leading onto the loading docks.

Organizer's Responsibility:

The organizer of the event must forward the following information to the Hotel, which will assist the venue to arrange staffing:

- Move in date and times
- Operational date and times
- Move out date and times
- Move in and out schedules ie pick up times etc
- Details of contractors and exhibitors who require access to the loading dock (Names/Rego/estimated time of arrival/number of vehicles)

Communication

Please contact Loading Dock associates on 9290 4850 or Hotel Security on upon arrival.

Bump-in/ Bump out Days

At the time of making an event booking, the organizer must take into consideration appropriate bump-in or bump out times for the event, including custom stand and other event build up requirements.

For special events, dinners etc this will include production equipment bump in, rehearsals, etc. No access will be permitted to the loading docks outside the scheduled event licensed period, unless negotiated with your Catering & Event Manager. Early access may or may not be granted depending on levels of business at the Hotel and may incur further charges.

Upon request, all exhibitors and contractors who require access to the hotel must present their drivers license to the Loading Dock Manager or Security staff to verify identity. For safety and security reasons, exhibitors and contractors may be asked to sign in with the Loading Dock Manager. Proof of Identity will be exchanged with a Four Points by Sheraton "Visitors" Access Pass and returned upon completion of contract.

Bump-in and Bump-out schedules indicating access times for organizers' staff and contractors are required and must be lodged with the Loading Dock Manager, via your dedicated Catering & Event Manager. The organizer must give the Hotel a minimum of 24 hours notice of any changes to the Bump-in/ Bump-out schedule, so that the changes can be reflected in the Loading Dock schedule.

All areas must be clear of equipment, exhibit stands, stand fixtures etc once the license period concludes. All equipment left on site after the contracted periods will be deemed rubbish and disposed of accordingly.

Delivery and Storage

Due to limited storage space and a high turnover of events, event items will not be accepted more than one working day prior to the event date.

Event items will only be stored for two working days after event completion. A charge of \$50.00 per item per day will be charged if items are not picked up.

Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.

Event items must be delivered to the Loading Dock, and within pre arranged times.

Security – Loading Bay

A roller shutter and electronic gate system is in place to secure the Hotel Loading Dock. Control and restrict access by members of the public.

Loading Bay

Loading dock will only be used for vehicles and vans to unload tools and equipment. Purchasing Manager will indicate which space can be utilized, based on availability.

General

- The WH&S policies include keeping fire doors and cupboards unblocked, the checking of forklift licenses, the wearing of high visibility clothing, covered shoes, the monitoring of trip hazards on the loading dock etc.
- No equipment is to be chained or tied to any fixed structure of the building
- All gas bottles are to be stored in the appropriate area chained and secured to the wall
- Any personnel not engaged by the organizer (such as children) are not allowed inside the Loading Dock or back of house areas.
- No contractor is permitted to drink alcohol or smoke on the premises during move in or move out or perform any work under the influence of alcohol or illegal drugs.
- All vehicles must drive at a slow speed (including fork lifts) – no greater than 10kms per hour.
- Once an exhibition is operational, vehicles permitted onto the loading dock must not park in front of any fire exits. And access is permitted for a drop off or pick up purposes.

High Visibility Clothing

During move in and move out, all contractors and venue staff must wear Australian Standard Approved high visibility type clothing. Person(s) who do not comply will not be allowed to access the

venue. It is the organizer's responsibility to ensure that all contractors are aware of this requirement.

Materials Handling Equipment (MHE)/ Moving Plant and Elevated Work Platforms (EWP)
Companies which require MHE/ Moving Plant and EWPs for use onsite during events must supply the hotel with a "Materials Handling Equipment/ Moving Plant and Elevated Work Platform notification of delivery.

The following equipment will require the submission of the above form:

- Pallet Trucks/ Pallet Jacks
- Forklifts/ Man Lifts
- Scissor Lifts

Storage and Parking of MHE/ Moving Plant and EWPs

Forklifts and mobile cranes are permitted to be parked in the loading dock during move in, operation and move out days of the event for which they are being used. Notification of this requirement is required minimum of 24hrs prior to event.

Forklifts and mobile cranes are not permitted to be parked inside the loading dock when not in use. All forklifts and cranes must be removed from event space and loading dock and parked as directed by Purchasing Manager. There is no storage of materials handling equipment within the loading dock between events, except with approval of the Purchasing Manager.

Delivery of MHE/ Moving Plant and EWPs

MHE/ Moving Plant and EWPs must be delivered to the Hotel more than one (1) day prior to the commencement of move in and must be collected no later than one (1) day after the event has moved out.

Any machinery left on the dock (without prior arrangements) outside of the times may incur a daily storage fee for each machine. Notification of equipment deliveries should be forwarded to Loading Dock Personnel at least two (2) days prior to the delivery of that equipment.

Details required are included on the material handling equipment/ moving plant and elevated work platform delivery notification form. Failure to provide this information may result in denied access to the loading dock. When delivered, materials handling equipment must be labelled with the user company's identification details.

Execution

signed by client/exhibitor/external AV supplier

Signed as an agreement

Signed _____

Signed _____

Print Name _____

Print Name _____

Title _____

Title _____

Date _____

Date _____

Company _____

Company _____