

# LOADING DOCK INFORMATION & ACCESS FORM

## DELIVERIES AND STORAGE

Due to limited storage and high event turnover, deliveries will only be **accepted up to two (2) days before the event.** All items must be delivered to the loading dock during the pre-arranged delivery time and clearly labelled. If using a courier, please list your own details as the consignee.

After the event, no items are to be left behind without prior approval. **Approved items must be collected from the loading dock within one (1) working day.** Please notify Hilton staff if items will be collected so we can store them appropriately. Any items not collected within one week will be disposed of.

**Please note:** Hilton Sydney is not responsible for any loss or damage to materials accepted or stored by the hotel.

**LOADING DOCK ADDRESS:** 259 Pitt Street, Sydney 2000 via the Galleries Victoria Driveway

Drive down the ramp and turn left at the end of ramp **BEFORE** the car park boom gates and follow arrows on Hilton signs to the loading dock

### LOADING DOCK INFORMATION:

VEHICLE HEIGHT CLEARANCE 3.4m

DOCK HEIGHT 0.9m

ACCESS TIMES 11:00 – 17:00

MONDAY – FRIDAY

*\*These Hours are for courier deliveries. Kindly note if your bump in and bump out are outside of these hours please speak to your Event Manager*

### AVAILABLE EQUIPMENT:

2 x Manual pallet jacks

2 x loading trolleys

**NO FORK LIFT**

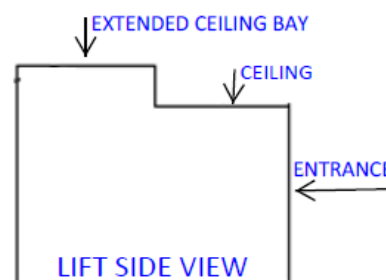
**NO TAIL GATE DOCK**

### PALLETS:

Any courier that is delivering pallets to Hilton Hotel will be required to unpack the pallet at the loading dock.

### LIFT ACCESS:

The Hilton has three (3) Service Lifts and one (1) Goods Lift available. Please note these lifts are also in use by hotel staff and other clients. See measurements below:



	Service Lift (3)		Goods Lift (1)	
<b>Door Width</b>	3 ft 10 inch	117cm	4 ft 8 inch	140cm
<b>Door Height</b>	6 ft 11 inch	212cm	7 ft 2 inch	218cm
<b>Lift Height</b>	8 ft 6 inch	259cm	7 ft 11 inch	242cm
<b>Lift Width</b>	5 ft 11 inch	180cm	5 ft 11 inch	181cm
<b>Lift Depth</b>	5 ft 2 inch	218cm	7 ft 7 inch	231cm
<b>Bay Height</b>	11 ft 5 inch	350cm	10 ft 4 inch	317cm
<b>Max Weight</b>	3501 lb	1588kg	3968 lb	1800kg

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

# LOADING DOCK INFORMATION & ACCESS FORM

Please complete and return the following information for all deliveries to the Hilton Sydney loading dock at least **one week prior to arrival**. Please note that submitting this form does not guarantee immediate access to the loading bay.

<b>EVENT NAME</b>	
<b>FUNCTION ROOM</b>	
<b>COMPANY NAME</b>	
<b>CONTACT NAME</b>	
<b>CONTACT NUMBER</b>	
<b>QTY &amp; ITEMS BEING DELIVERED</b>	
<b>COURIER NAME</b>	
<b>CONSIGNMENT NUMBER</b>	
<b>EXHIBITION STAND/ BOOTH NUMBER</b>	
<b>ARRIVAL DATE &amp; TIME AT LOADING DOCK</b> NOTE: Maximum 15 minutes allowed to load/unload at the loading dock. Vehicles must leave the loading dock once loading/unloading is completed. The hotel has the right to make changes on the time slot at the loading dock if required.	

#### **ON ARRIVAL AT THE LOADING DOCK:**

- All contractors must register their presence on site at the Receiving Office in the loading dock before accessing the Hotel.
- All contractors must display a visitor pass at all times whilst on site otherwise you may be refused entry to bump in/out of the venue.
- If the visitor pass you have been issued at registration is lost, damaged or otherwise illegible you must return to where you registered and request a replacement.

#### **PARKING:**

Loading dock is deemed to be for loading and unloading goods only, no parking is permitted. Parking is available at the onsite Hilton parking, owned and operated by WILSON PARKING, at your own expense.

**Please email the completed form to Olivia Oh – [Olivia.Oh@hilton.com]  
[02 9266 2088]**

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