

COURIER DELIVER TO:

**PULLMAN MELBOURNE ON THE PARK
192 WELLINGTON PARADE, EAST MELBOURNE 3002
VICTORIA, AUSTRALIA**

DELIVER TO: Hotel Loading Bay (Access via Wellington Parade)

Delivery between 10:30 am – 3:00 pm Monday to Friday

Please contact Events Department, if delivering after 3:00 pm to make alternative arrangements

Clearance height for trucks: 3 metres.

Please note any trucks over this height will be turned away and an alternate delivery must be arranged by the courier

Clearance length for trucks: 6.4 metres long.

ATTENTION: Conferences & Events Department, +61 3 9419 2000

EVENT: _____

EVENT DATE: _____

CONTACT ON THE DAY: _____

ARTICLE #

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Pullman Melbourne on the Park does not accept any responsibility for items held in transit on the premises. The sender is ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the day-to-day operation of the venue. This also includes the delivery of goods by transport companies.

The hotel does not employ any staff for this purpose. Should you require any assistance from hotel staff, please advise your event planner and note that as per our OH&S policy, our staff cannot handle any items which weigh 20 kg or more.

The hotel will not be responsible for any items that are not packed and labelled, and are left in a meeting room/exhibition space unattended.

Sender: _____ **Address:** _____

Company: _____ **Telephone:** _____