

Sofitel Sydney Wentworth Exhibitor Information Pack

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HOTEL LOCATION

Sofitel Sydney Wentworth is located at 61-101 Phillip Street, Sydney



PARKING

The hotel has valet car parking available through Wilson Parking on Bligh Street (the street that runs behind the hotel). Day parking is \$65 and overnight parking is \$70. In order to access these rates, tickets need to be validated at the hotel reception.

The loading dock is on **B1**

The car park is located on **level 1**

The hotel lobby is on **level 2**

The exhibition space is on **level 3**

DELIVERY OF ITEMS

ALL GOODS MUST HAVE A HOTEL DELIVERY LABEL ATTACHED OR THEY WILL NOT BE ACCEPTED
(See last pages)

Please ensure the form is filled out correctly so the items can be placed at your booth and find their way to you accordingly.

Deliveries will only be accepted 48 hours before the event start date and must be picked up within 48 hours at the conclusion of the event.

***For large / heavy items, please see information below on the car hoist.

LOADING DOCK

The hotel loading dock is the main entry for the delivery of items – please do not use the hotel lobby.

The loading dock is located on Bligh Street. The loading dock entry is a two-way driveway as this is shared with the valet car park, so please ensure you beep your horn as you proceed down the driveway and the chain will be dropped for you to enter.

Loading Dock Operating Hours: Monday to Friday 7.30am – 3.30pm

The loading dock's height is 2.6m. There is a ramp to bring up smaller items or trucks & cars can be backed up to the dock floor, which is 1.2m off the ground.

Cars and trucks unloading must make sure they are as quick as possible to ensure all exhibitors have adequate time to deliver their items up to the exhibition area.

Cars and trucks cannot be parked in the loading dock after they have set down their items. All parked vehicles need to be driven back up to Bligh Street to Wilson Parking, where the cars will be parked for you.

The hotel does **NOT** have a forklift. However, there are 2 palette jacks on site and these can be used if available.

The hotel has limited number of trolleys and therefore their use depends on availability. It is recommended that you bring your own if you have any.

BUMP IN

Once items have been unloaded, take your car back up to the valet car park and then proceed back to the dock to take your items up to level 3. Follow the back of house areas marked to the service lifts and proceed to level 3.

There are 3 x service lifts which all hotel staff utilise, so at some periods of the day, these may be busy particularly around 8am.

Service lift specifications:

2 x service lifts are: 1.8m x 1.5m @ 2.4m high, capacity = 1,360kg

1 x service lift (located on the left) is: 1.9m x 1.5m @ 3.5m high, capacity = 2,100kg

Once on level 3, you will enter in the main kitchen area. Please ensure you beware of all staff in the area and ensure that the kitchen staff are not inconvenienced. Follow the arrows to the exhibition area. Bump in is not allowed during service times in the kitchen.

Please be aware of the hotel chandeliers if moving items on Level 3. The ceiling height is 2.7m however under the chandeliers the ceiling height is 2.4m

EXHIBITOR BOOTHS

The hotel can provide the following furniture for each booth:

- 1 x Half-trestle tables: 1.8m x 0.46m
- 2 x Standard banquet chairs

All other furniture must be supplied by exhibitors/organisers.

CAR HOIST

The hotel has a car hoist that can be utilised for exhibitor bump in. For any items that are unable to be brought into the hotel via the loading dock and service lifts, the car hoist is the best alternative. Please organise access times with the organiser of the event.

The car hoist is located on Phillip Street, right next to the bus stop near the corner of Bent Street. Sydney streets are regularly visited by Parking Police, so there is a 'no stopping' area at the car hoist entry.

The car hoist dimensions: 5.82m x 2.8m @ 2.3m high, weight @ 3 ton.

- Items must be quickly unloaded from the road and placed on the car hoist. Your vehicle must be then parked whilst the hoist moves your items up to level 3, to the Ballroom entry so you don't get a parking fine.
- OR; Your vehicle is driven up onto the hoist with the items onboard to be taken off as soon as the hoist is on level 3.

Please note: Charges for car hoist usage start from \$330.00 and this must be pre-booked and pre-paid in advance.

STORAGE

The hotel has limited storage, so all items need to be removed from the exhibition by the end of the conference.

PICK-UP OF ITEMS

Similarly to delivery, the same loading dock rules & principles apply. Any item that is to be picked up needs to have a Collection Form attached to it. (Please see last page.)

**ALL GOODS MUST HAVE A HOTEL COLLECTION LABEL ATTACHED
OR THEY WILL NOT BE ACCEPTED (See last pages)**

Please ensure that you have attached the relevant consignment notes and have arranged pick up of your items accordingly.

The hotel cannot arrange couriers on your behalf

SECURITY

Please be aware of valuables during your event on your stand as the hotel is not liable for any theft or damage.

Please note, the hotel does not have extensive security onsite, so any valuables must be taken from your exhibition booth overnight.

We look forward to welcoming you here soon!

<< SEE LAST PAGES FOR PRINTABLES >>

GOODS DELIVERY LABEL

OUTGOING ITEMS LABEL

Goods Delivery Form - Exhibitor

PLEASE ATTACH THIS FORM TO ALL BOXES, CARTONS ETC WHICH ARE TO BE DELIVERED TO THE HOTEL.

TO: <div style="text-align: center;"> S O F I T E L L U X U R Y H O T E L S S Y D N E Y W E N T W O R T H </div>	Sofitel Wentworth Sydney 61-101 Phillip St Via Bligh Street Entrance (loading dock clearance 2.6m) Loading Dock Please deliver to C & C Stores
EVENT NAME:	
EVENT DATE:	
TOTAL NUMBER OF ITEMS:	< >
THIS ITEM NUMBER:	
CONTENTS: **Please note any special requirements for storage**	
EXHIBITOR:	
FROM NAME:	
CONTACT NUMBER:	
Deliveries to be received no more than 2 days before the event	Please advise Banquet Operations once boxes have arrived to Sofitel Sydney Wentworth



PLEASE ATTACH THIS FORM TO ALL ITEMS WHICH ARE TO BE COLLECTED FROM THE HOTEL.

EVENT NAME:	
EVENT DATE:	
TOTAL NUMBER OF ITEMS:	
THIS ITEM NUMBER:	
CONTENTS:	
EXHIBITOR:	
FROM NAME:	
CONTACT NUMBER:	

COURIER CONSIGNMENT NOTE ATTACHED with TO address details

ITEM COLLECTION HAS BEEN ARRANGED