

S O F I T E L

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 \$65.00 and overnight parking is \$70.00. In order to access these rates, tickets must be validated at the hotel reception.

You may also request parking vouchers from your Event Manager, which is a seamless way of ensuring your guests do not pay for their parking. Simply ask your guests to present the vouchers upon exit and the charge will be posted back to your master account.

Note: The vouchers are not needed upon entering the carpark,

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

To ensure your items are delivered to the correct location, please use the Hotel Delivery Label. Your event manager can issue this label upon request.

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.

Note: Please fill out each section of the form (e.g. Event Name, Event Date, Number of Boxes, etc.).

Loading Dock

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

Loading dock operating hours: 7.30am – 4:00pm, Monday to Friday.

If you are expecting your deliveries to arrive outside the above hours, please contact our Guest Services on +61 2 9228 9188.

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.

The hotel does **NOT** have a fork lift; however there are 2 pallette 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 they may be busy at specific periods of the day - 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

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.

Exhibitor Booths

The hotel can provide the following furniture for each booth:

- 1 x Half-trestle tables: 1.8m x 0.45m
- 2 x Standard banquet chairs

All other furniture must be supplied by exhibitors/organisers.

Our Operations Team can cover your exhibitor tables in either black or white linen, however please note that additional labour fees apply. We are happy to offer the first 3 x trestle tables complimentary, however any additional tables will incur charge of \$5.00 per table.

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. You may print the form from your end or please ask our Operations Team for the form post your event.

ALL GOODS MUST HAVE A HOTEL COLLECTION LABEL ATTACHED OR EVENT DETAILS ON EACH ITEM

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

Note:

- The hotel cannot arrange couriers on your behalf
- Any items that are not picked up after the function will be disposed of within seven (7) days by the hotel.

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 to the hotel soon!