

# Loading Dock Information & Access Form



## DELIVERIES AND STORAGE

Due to limited storage space and a high turnover of events, **we will only accept deliveries two (2) days prior to the event date.** Event items must be delivered to the loading dock and within the pre-arranged times. Please ensure that all deliveries coming into the hotel are clearly labelled. If you are sending deliveries via courier, please ensure that you put your own details as the consignee. A loading dock form is NOT required for courier deliveries.

After event completion, please ensure that NO items are left behind. Approval is required to leave items behind and MUST be collected no later than one (1) working day after the event from the loading dock. Please ensure that you advise one of the Hilton Staff if you are having items collected so that we store them accordingly. Any items not collected or packed up will be disposed of. Kindly note that the hotel does not accept responsibility for the loss or damage of any materials accepted/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\*

*\*Out of hours access times can be arranged with your Event Manager*

## AVAILABLE EQUIPMENT:

2 x Manual pallet jacks

2 x loading trolleys

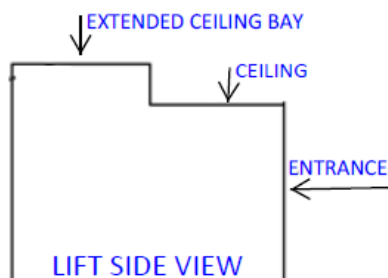
NO FORK LIFT

NO TAIL GATE 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)	
Door Width	3 ft 10 inch	117cm	4 ft 8 inch	140cm
Door Height	6 ft 11 inch	212cm	7 ft 2 inch	218cm
Lift Height	8 ft 6 inch	259cm	7 ft 11 inch	242cm
Lift Width	5 ft 11 inch	180cm	5 ft 11 inch	181cm
Lift Depth	5 ft 2 inch	218cm	7 ft 7 inch	231cm
Bay Height	11 ft 5 inch	350cm	10 ft 4 inch	317cm
Max Weight	3501 lb	1588kg	3968 lb	1800kg



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Please complete the following information for all deliveries being made to the Hilton Sydney loading dock. 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>TYPE &amp; NUMBER OF ITEMS BEING DELIVERED</b>	
<b>EXHIBITION STAND/BOOTH NUMBER</b>	
<b>ARRIVAL DATE &amp; TIME AT LOADING DOCK</b>  <i><b>NOTE:</b> 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.</i>	

## 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 SECURE PARKING, at your own expense.

Please email the completed form to Cassandra Phu – [cassandra.phu@hilton.com](mailto:cassandra.phu@hilton.com)  
02 9266 2068

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