

# Loading Dock Access Form



Please complete the following information for large deliveries being made to the Hilton Sydney loading dock. Smaller deliveries being made by couriers do not require this form to be filled out.

This form does not guarantee immediate access to the loading bay.

EVENT NAME	
FUNCTION ROOM	
COMPANY NAME	
CONTACT NAME & NUMBER	
TYPE & NUMBER OF ITEMS BEING DELIVERED	
EXHIBITOR/BOOTH NUMBER	
DRIVER'S NAME <i>*does not apply to Couriers</i>	
DRIVER'S NUMBER <i>*does not apply to Couriers</i>	
TYPE OF VEHICLE <i>*does not apply to Couriers</i>	
REGISTRATION NUMBER <i>*does not apply to Couriers</i>	
DATE & TIME OF SET UP (arrival time at loading dock)	
DATE & TIME OF TEARDOWN (arrival time at loading dock)	

**Bump-in: 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.**

**Tear down: Please have all materials packed and ready to go before vehicle arrives at the loading dock.**

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

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

LOADING DOCK INFO: Height Clearance - 3.4m / Dock Height – 0.9m	LOADING DOCK ADDRESS: 259 Pitt Street
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