

DELIVERY ADVICE FORM CROWNE PLAZA HUNTER VALLEY

To:	Zoe Ferguson & Fiona Benson
Address:	Crowne Plaza Hunter Valley – Loading Dock 430 Wine Country Drive Lovedale NSW 2325
From:	
Company Name:	_____
Contact Person:	_____
Address:	_____
Phone:	_____
Box Number:	_____ of _____

Function Details:	
Event Name:	_____
Event Date:	_____
Function Room:	_____
Contact on the Day: <i>(From your company)</i>	_____
Item Description:	_____
Does this contain satchel packing material?	YES NO
Are you an Exhibitor/Sponsor at this event?	YES NO
Does this contain Exhibition booth material?	YES NO
If so, please provide your Exhibition Booth #:	_____

All deliveries are to be made via the loading dock which is located at the front of the hotel just next to the driveway (but not on it). All delivery vehicles are to enter the property via the Lovedale Road entrance. The loading dock hours of operation are 8am until 4pm (Monday – Friday).

PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE CROWNE PLAZA HUNTER VALLEY

Goods will be accepted between the hours of 8am and 4pm, Monday – Friday, two (2) working days prior to the event.