

EXHIBITORS GUIDELINES

ACCESS AND DELIVERIES

- Access to Sofitel Wentworth Sydney's Loading Dock is via Bligh Street (rear of Hotel). Delivery time 0900 – 1700, 5 Days. Please advise of any deliveries that will arrive on weekends.
- Clearance to Loading Dock is 2.6m.
- Courier deliveries must be to the banquet operations office on 3rd floor via the loading dock and goods lift.
- The loading dock area has a 15-minute allocation period per car for deliveries and keys must be left in the vehicle. A \$29.00 fee per car will be charged otherwise.

- Goods may be delivered a maximum of 2 days before the event, and all boxes must be picked up the day after the event. Please attach the delivery form to all goods being delivered to the hotel.
- There are three (3) Goods Lifts available to move in and out of Level 3 (Length 1.9m, Width 1.2m, Height 2.2m).

SECURITY

- Insurance cover should be arranged for all exhibition areas, as unfortunately we cannot take responsibility for damage or loss of items.

- Security overnight can be arranged at the organiser's cost at
- \$38.50 per hour (minimum call of 4 hours)

SERVICE CHARGES

- Should any Sofitel Wentworth Sydney staff be required to assist with movement of equipment there will be a charge of \$40.00 per hour per staff member (minimum call of 3 hours).
- Telephone connections for PABX lines \$33.00 one off connection fee per line per day plus call costs. It is important that we are advised of all phone line requirements

as these lines need to be set up before the Exhibition Booths are built.

- Broadband connection available. Please speak to the Hotel contact who will advise of the associated charges.

EQUIPMENT

- Electrical power boards \$35.00 hired for the duration of your exhibition.

