



Delivery Advice Form

To: Zoe Ferguson & Fiona Benson

Address: Crowne Plaza Hunter Valley
430 Wine Country Drive
Lovedale NSW 2325

Phone: 61 2 4991 0948

From:

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Box Number: _____ of _____

Function Details:

Event Name: _____

Event Date: _____

Function Room: _____

Contact of the Day: _____
(From your company)

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

Does this contain room drop gift material? YES NO

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.

Deliveries will not be accepted prior to Friday, 25 October 2019 due to storage restrictions