

# DELIVERY ADVICE FORM

**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 #: \_\_\_\_\_\_\_\_\_

**To: Amanda Carrall**

Address: Rydges Resort Hunter Valley

 430 Wine Country Drive

 Lovedale NSW 2325

Phone: 61 2 4993 0948

**From:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Box Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 to Friday).

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