



# LOADING DOCK 3

**CROWN PROMENADE HOTEL**

**Crown Events and Conferences  
8 Whiteman Street  
SOUTHBANK VIC 3006**

**ATTENTION:  
OPERATIONS SERVICE MANAGER  
03 9292 8547**

Contact Name:			
Contact Phone:			
Name of Event:	CDAO Melbourne – Corinium September Conference 2025		
Event Date/s	Tuesday 9 <sup>th</sup> September – Thursday 11 <sup>th</sup> September 2025		
Event Manager	Jane Hansen		
Room Name/ Number			
Booth Name (if relevant):			
Item Number:		Total Number of Items:	

**CROWN DELIVERY INSTRUCTIONS:**

- Loading Dock operates between 0800 and 1600
- Loading dock clearance height is 3500mm
- If the Loading Dock is unattended please call **03 9292 8547**
- At the conclusion of your function we ask that all items be taken with you on the day
- Any items left must be packed, labelled and if required have a signed couriers consignment-note attached
- Crown will not be responsible for any item left on site
- Items left on site will only be held for 7 business days after the event before they are disposed of
- Please note that it is a requirement for all individuals accessing the Loading Dock outside of their vehicle to wear a high visibility vest/jacket/shirt



COURIERS TO COLLECT FROM:

# LOADING DOCK 3

**CROWN PROMENADE HOTEL**

**Crown Events and Conferences**

**8 Whiteman Street**

**SOUTHBANK VIC 3006**

## OUTGOING GOODS

<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Name of Event:</b>	<b>CDAO Melbourne – Corinium September Conference 2025</b>		
<b>Event Manager</b>	<b>Jane Hansen</b>		
<b>Expected Pick up Date:</b>			
<b>Address where items are to be delivered:</b>			
<b>Booth Name (if relevant):</b>			
<b>Item Number:</b>		<b>Total Number of Items:</b>	

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