

TO: **DELIVERY DETAILS**

Hyatt Regency Perth
 Loading Bay
 99 Adelaide Terrace, Perth WA 6000
 Phone: 08 9225 1234

Box _____ of _____

FROM: **SENDER DETAILS**

Company Name: _____
 Address: _____

Contact Person: _____
 Telephone: _____
 Mobile: _____



FUNCTION DETAILS:

Event Name: Ground Support 2023

Event Date: 10-12 October 2023

Function Room: North Ballroom

Venue Contact: Renee Somers, (08) 9225 1219

Company Contact on day:

Company Contact Phone on day:

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 #:	_____	

Delivery of Goods to Hyatt Regency Perth:

Goods can be delivered to Hyatt Regency Perth between 0700 – 1600 hours Monday to Friday only, except where a public holiday falls on the weekday. Items should only be delivered up to 2 working days prior to the event commencement.

Pick-Up of Goods from Hyatt Regency Perth:

Goods can be collected from Hyatt Regency Perth between 0700 – 1600 hours Monday to Friday only, except where a public holiday falls on the weekday. If goods are being collected by a courier, please ensure all items have a valid consignment note attached.

Instructions:

Hyatt Regency Perth will not accept responsibility for the collection of goods (including consignment notes) and for any items delivered or left for collection outside the times advised above. Leftover items not collected within 5 days of the event, will be disposed of.