



**FOUR SEASONS HOTEL**  
*Sydney*

**199 GEORGE STREET, SYDNEY, NEW SOUTH WALES 2000, AUSTRALIA**  
**PO BOX N185, GROSVENOR PLACE, NEW SOUTH WALES 1220, AUSTRALIA**  
**www.fourseasons.com**

**EXHIBITORS INFORMATION**

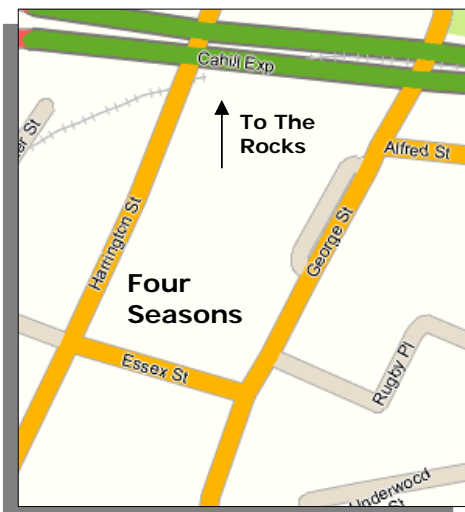
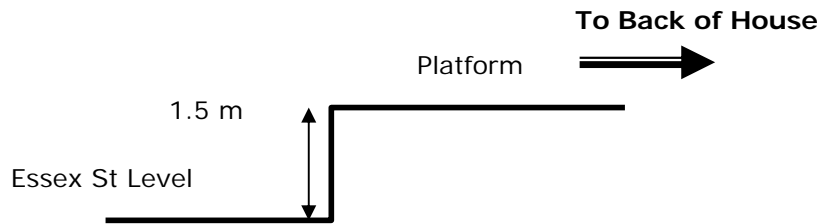
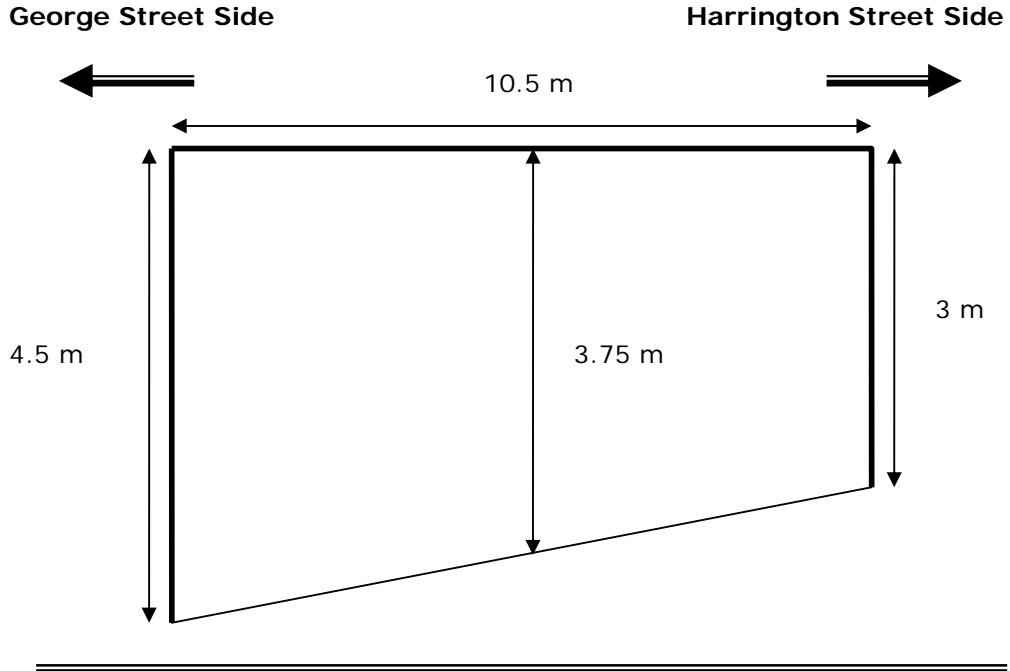
1. Upon arriving at the Four Seasons Hotel Sydney, all personnel must report to the Security Office located via the Staff Entrance on Harrington Street, to receive the appropriate 'Back of House' passes.
2. All deliveries should be made via the Loading Dock which is located on Essex Street, directional map enclosed. The hours for the Dock are 7.00 am - 3.00 pm, Monday - Friday. As far as possible, deliveries should be made between these times. Should a supplier require access to the Dock outside these times, they should contact the Hotel's Security office; located via the staff entrance on Harrington Street. Goods can be loaded & unloaded in the dock, but vehicles cannot be left in the Dock after unloading & alternate parking should be found.
3. Whilst every effort will be made to assist with movement of goods from the loading bay to the function room, assistance will only be offered on the basis of staff available at the time. Alternatively, staff can be provided for your exclusive use for \$50.00 per hour per staff member.
4. Packages may be delivered to the Hotel no earlier than 2 days prior to the event, unless previous arrangements have been made. The hotel will provide a form that must be attached to every package. The information will include:
 

1. Name of your Account Manager	2. Name & Date of the Event
3. Name of Client & Company	4. Number of items in consignment & brief description
5. All display materials, boxes etc. will be kept for a maximum of 48 hours after the event. After this time, the Hotel reserves the right to dispose of items not collected.
6. Clients are financially liable for any damage sustained to Hotel property whether through their own negligent action or through the negligent action of their Contractors or Sub-Contractors. This also ensues that nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel.
7. Although the Hotel will take all necessary care, it cannot accept responsibility for loss or damage to property of the Client or the Contractors before, during or after a function. Therefore, the Client should arrange their own insurance. It is also the responsibility of the Client to provide Personal Insurance cover for their Employees and Contractors.
8. Floor plans for all trade exhibition areas must be approved by the Hotel prior to the commencement to ensure all Health, Safety and Fire Regulations are adhered to.
9. Containers and road cases are to be stored away from traffic areas and fire exits. The Hotel reserves the right to relocate any container which prevents the Hotel from adequately servicing any function room or outlet.
10. Catering can be provided for Contractors but must be pre arranged prior to the event.
11. Penalties will apply to extended use of function space outside contracted times.
12. For Occupational Health and Safety reasons, alcohol is forbidden for all contractors and crew while working at the hotel. Further to this smoking is not permitted in all function and back of house areas.

CLIENT  
NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

# Loading Dock Entrance Measurements Essex Street



- Address: Four Seasons Hotel Sydney, Loading Dock, Essex Street Sydney NSW 2000
- Access hours: Monday–Friday 07:00 – 15:00
- For deliveries made after hours, please proceed to Security Office on Harrington Street to get access to Loading Dock
- There are no Forklifts available. Trucks should have a ramp