

# MELBOURNE EXHIBITION CENTRE (MEC) LOADING DOCK DELIVERY LABEL

## Exhibition Centre loading dock entrance

Entry to the Exhibition Centre loading dock is via Normanby Road, South Wharf.

For further information, please contact our Logistics team on **03 9235 8385**

### CONTACT INFORMATION

**CONTACT NAME:** Snow Travel Expo - Melinda Mak ph: 0407 091 511

**No deliveries before 8am Saturday May 18.**

*Deliveries accepted Saturday May 18, 8am - 9pm.*

*Deliveries accepted Sunday May 19, 6am - 9am (expo open).*

*(Person responsible for delivery)*

**CONTACT PHONE NUMBER:** 0407 091 511

*(Person responsible for delivery)*

### EVENT INFORMATION

**EVENT NAME:** SNOW TRAVEL EXPO

**EVENT NUMBER:** 66755

**EVENT DATES:** Sunday May 19, 2019

**ROOM / AREA FOR DELIVERY:** EXHIBITION BAYS 17 - 18 (DOOR 9)

**SHADED YELLOW ON MAP**

### STAND INFORMATION

**STAND NAME:**

**STAND NUMBER:**

### ITEMS

**ITEM NUMBER:**

**TOTAL NUMBER OF ITEMS:**

**NOTE:** *This label must be attached to every item delivered to the loading dock.*

*Melbourne Convention and Exhibition Centre staff will only sign for deliveries between 8am – 4pm Monday to Friday. We will not accept responsibility for items left at the loading dock outside of these times.*

## General information

The loading dock is managed and controlled by MCEC's Logistics department.

- Children under 15 and animals are not permitted on any of the loading docks.
- A 30-minute parking limit applies for drop-off/pick-up of goods during the move in and move out process. Vehicles and their contents are the responsibility of the owner.

### Exhibition Centre Doors 1-10 (Bays 1-20)

They run the full length of the Exhibition Centre and is 45m deep. The loading dock narrows above the entries to the underground car park and behind the kiosks.

Traffic flows in a one-way direction in from and out to Normanby Road. All vehicles entering the loading dock will be required to check in at the boom gate. If not manned, please use the intercom and speak to security.



