

Exhibitor Name: _____

1. I have read and understood all the terms of the Sofitel Brisbane Central 2024 Expo Manual
2. I understand that I can only bump in and bump out during the designated time and using the loading dock
3. I understand that it is forbidden to bump in and bump out from the hotel lobby and obstruct the driveway in any way
4. I have read and understood the lifts and loading dock measurements:

Dock Garage Door entrance

- Height 3.2m
- Width 5m
- Height from ground 1m
- Wheel Ramp Height 19cm

Freight Lift - There is one (1) Freight Lift available to move in and out of Level 2

- Width 1.9m
- Length 5.1m
- Height 2.1m
- Maximum Weight Capacity 3.15 tone

Service Lift - There are three (3) Service Lifts available to move in and out of Level 2

- Width 1.20m
- Length 2.12m
- Height 2.10m
- Maximum Weight Capacity 1600 kg

Fork Lifts

- For forklift requirements please arrange an external provider

5. The Sofitel Brisbane Central has limited trolleys and pallet jacks available. The client is responsible to supply their own trolleys and pallet jack. Please contact Sofitel Brisbane Central directly if you require the use of trolleys and pallet jacks. Please note trolleys and pallet jacks are subject to availability and cannot be reserved.

6. I acknowledge that for every pallet of undisposed rubbish, \$50 charge will occur

7. Sofitel Brisbane Central reserves the right to charge any additional fee if the EXPO Manual is not followed



8. Due to the limited storage facilities, delivery of materials for your event cannot be accepted more than 48 hours prior to your event. Any goods delivered to the Sofitel Brisbane Central 48 hours prior to your event will NOT be accepted. Sofitel Brisbane Central is unable to guarantee storage of large items

9. Access to back of house area is restricted besides bump in/out unless agreed by Banquets Manager

Signature: _____

Date: _____

