

Sofitel Brisbane Central - Level 2 Conference Floorplan



Delivery of goods and storage

Due to the limited storage facilities at the Sofitel Brisbane Central, 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.

Sofitel Brisbane Central will not accept any responsibility for any items stored on behalf of the exhibitors. Please ensure each box and/or item has a delivery label attached. Items will not be accepted more than 48 working hours before your event.

For special deliveries please direct inquires to the C&E Executive arranging your event.

Collection of Goods by Courier:

Crates/Pallets will need to be shrink wrapped by the exhibitor/supplier. We do not supply.

Should you require these items be returned to you by courier, **return docket/address label and consignment notes must be filled in correctly and a recognized signature approval attached to each item prior to goods being moved down to the loading dock.** A courier must be **arranged by you or your company and charged to your company.** All items must be collected from the Hotel no more than 48 hours after your Event. (Please refer to Appendix 1. Labelling forms). **Any items still uncollected a week after you event may be discarded. (If items are labelled we will make contact to ensure collection is arranged. Unlabeled items will be discarded)**

Sofitel Brisbane Central will not accept any responsibility for any items stored on behalf of the exhibitors awaiting collection.

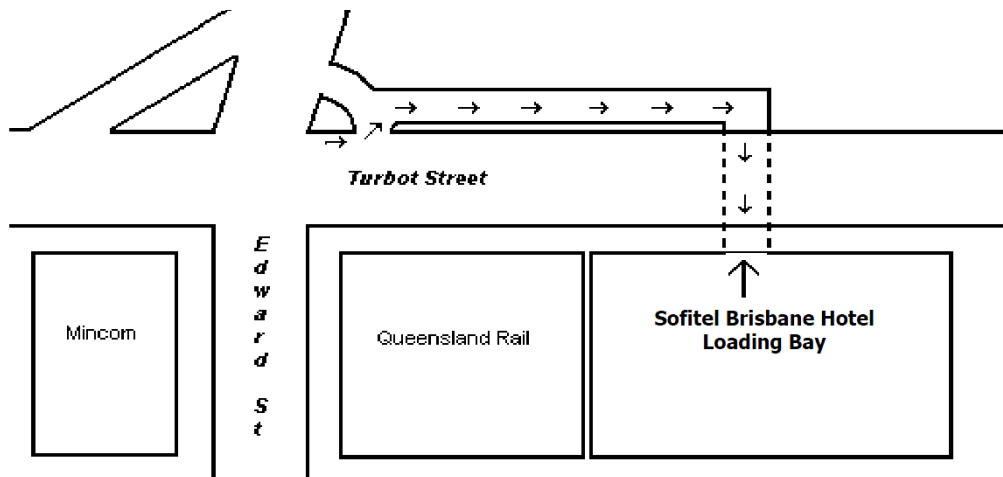


Bump in and Bump out process

Sofitel Brisbane Central's loading dock hours are from 7.00am to 1.00pm. Sofitel Brisbane Central's loading dock is accessible from Turbot Street.

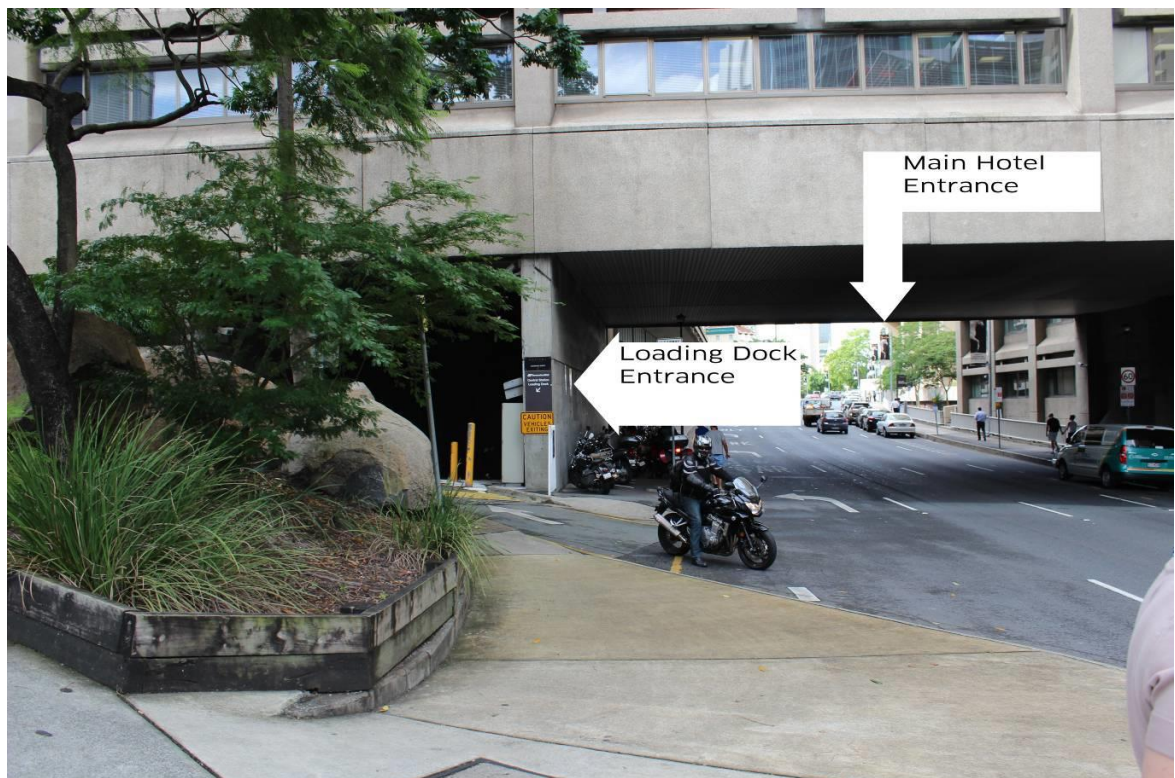
Bump in and bump out access times, including access to the loading dock, must be approved by Sofitel Brisbane Central prior to arrival. The loading dock area has a 15-minute allocation period per car for deliveries and keys must be left in the vehicle.

Whilst travelling on Turbot Street, stay in the left hand lane. Entry to the loading dock is on the corner as you cross Edward Street.



Turbot Street Entrance –

Follow the lane which goes under Turbot Street. Sofitel Brisbane Central's loading dock is on the right.



249 Turbot Street, Brisbane, QUEENSLAND, 4000 AUSTRALIA

Tel: 61 7 3835 3535 Fax: 61 7 3835 4960

www.sofitelbrisbane.com.au

Loading Dock Dimensions

Dock Garage Door entrance

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

Large Dock Corridor

- ❖ Width 3m

Small Dock Corridor (leads to freight lift)

- ❖ Width 2.3m



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Lifts

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

Freight Lift

- ❖ 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



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SOFITEL

HOTELS & RESORTS

INCOMING ITEMS LABEL

Sofitel Brisbane Central loading dock hours are from 7.00am to 1.00pm. Please ensure each box and/or item has this incoming items label.

Receiver Details

Sofitel Brisbane Central Conference & Events Department	
Loading Dock Sofitel Brisbane 249 Turbot Street BRISBANE QLD 4000	Direct Phone: 07 3835 4766 Direct Fax: 7 3832 1964 Email: H5992-SB@sofitel.com Event Executive Email:

Function Details

Function Name:	
Function Date :	
Sofitel Event Contact:	
Function Room:	
Booth Name & Number:	

Sender's Details

Name/Company Name	
Address:	
Telephone:	
Email:	

Item Details

Description of Items e.g. 1 box and 2 banners	
Total Number of items:	

Item _____ of _____



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S O F I T E L

HOTELS & RESORTS

Outgoing Items Labelling Form

Sofitel Brisbane Central loading dock hours are from 7.00am to 1.00pm. Please ensure each box and/or item has this outgoing items label as well as a signed courier consignment note. A courier must be arranged by you or your company and charged to your company. All items must be collected from the Hotel no more than 48 hours after your Event

Receiver's Delivery Details

Name/Company Name			
Address:			
Telephone:			
Email:			

Courier Details/ Pick-up details

Courier Company/ Name:			
Consignment / Ref no:		Collection Date:	

Sender's Details

Name of Sender:			
Function Name:		Function Date:	
Sender's Address:			
Sender's Telephone:			
Sender's Email:			

Item Details

Description of Items e.g. 1 box and 2 banners			
Total Number of items:			

Item _____ of _____



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