



**HYATT
REGENCY™**
SYDNEY

Loading Dock - Hours of Operation:
Monday to Saturday 7:00 am to 15:00 pm

Loading Dock, Slip Street SYDNEY, NSW 2000

Attention of:

Name of Sender:

Company of Sender:

Address:

Telephone Number:

Email Address:

Event Name:

Date of Event:

Function Room:

Number of Items: ITEM: OF:

Description:

If Applicable

Exhibitor Name:

Stand Number:

EVENT ITEMS WILL NOT BE ACCEPTED MORE THAN 1 WORKING DAY PRIOR TO THE EVENT DATE

Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel. Event items will only be stored for 1 WORKING DAY after event completion. After 1 day, \$50.00/item/day will be charged if the items are not picked up.