

# CONFERENCE DELIVERY

**TO:**

**Novotel Sunshine Coast Resort / Sunshine Coast Convention  
Centre**

**270 Ocean Drive**

**Twin Waters QLD 4564**

**Australia**

*Loading Dock Receiving Times are 8:00am to 2:00pm Monday to Friday*

**Resort onsite contact:** *Purchasing 5450 9587 / Banquets Operations 5450 9519*

**Conference Name: Connective State Conference**

**Resort Contact:**

**Senders On-site Contact:**

**Business Name:**

**Contact Phone:**

**Alex McHugh | C&E Sales Manager**

*\*\* Please provide YOUR name \*\**

*\*\* Please provide YOUR Business name \*\**

*\*\* Please provide YOUR phone number \*\*  
(Mobile if possible)*

**Conference Date:**

**Conference Room:**

**No. \_\_\_\_\_ of \_\_\_\_\_ packages**

**\*\*ALL DELIVERIES BEING COURIERED FROM THE RESORT  
MUST HAVE A FULLY SIGNED & COMPLETED CONSIGNMENT  
NOTE ATTACHED\*\***

Shipments will not be freighted if a signed consignment note is not attached

## **CONFERENCE PICK-UP**

**Courier** – *insert courier name here*

Date of Pick up – \_\_\_\_\_

### **DELIVER TO:**

**\*\***

**\*\***

**\*\***

**\*\***

**\*\*** *Phone*

*Picked up from:*

Novotel Sunshine Coast Resort / Sunshine Coast Convention Centre

270 Ocean Drive

Twin Waters QLD 4564

**No. \_\_\_\_\_ of \_\_\_\_\_ packages**