

INCOMING BOX LABEL

(This label must be attached to every item delivered to the loading dock.)

*(Please complete in **BLOCK CAPITALS**)*

Delivery Hrs: Monday – Friday 7am – 3pm

TO: RACV Cape Schanck Resort
1 TRENT JONES DRIVE
CAPE SCHANCK VIC 3939
via LOADING DOCK

EVENT NAME: Connective State Conference

EVENT DATE: Thursday 23 – Friday 24 October 2024

BOOTH / STAND NUMBER: _____

ROOM: Horizon Ballroom

COMPANY NAME: _____

COMPANY CONTACT: _____ **MOBILE NO:** _____

HOTEL CONTACT: Harry Dineen / 03 5950 8008

NOTE: RACV Cape Schanck Resort staff will only sign for deliveries between 7am – 3pm, Monday to Friday.
Goods will also not be accepted unless a delivery label.
We will not accept responsibility for items left at the loading dock outside of these times.

BOX _____

OF _____

OUTGOING LABEL

(Must be used on every item to be collected from the Hotel – boxes without labels will not be collected by couriers)

EVENT NAME: Connective State Conference

PICK-UP DATE: _____

DELIVERY DETAILS

COMPANY: _____

NAME: _____

ADDRESS: _____

SUBURB: _____ **STATE:** _____ **P/CODE:** _____

TELEPHONE: _____

Collect from **RACV Cape Schanck Resort**, 1 Trent Jones Drive, Cape Schanck 3939 via Loading Dock

SENDERS DETAILS

SENDERS NAME: _____

COMPANY NAME: _____ **TELEPHONE:** _____

NOTE: Collection Period: Monday – Friday 7am – 3pm. (Collection out of these times cannot be guaranteed)

Disposal fee may apply if items are not collected within 48 hours after the completion of the event

BOX _____

OF _____