

**DELIVERY ADVICE FORM**  
**CROWNE PLAZA HUNTER VALLEY**

**SATCHEL INSERT**

**To:**

Address: Crowne Plaza Hunter Valley – Loading Dock  
430 Wine Country Drive  
Lovedale NSW 2325

**From:**

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Box Number: \_\_\_\_\_ of \_\_\_\_\_

**Function Details:**

Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Function Room: \_\_\_\_\_  
Contact on the Day: \_\_\_\_\_  
*(From your company)*

Item Description: \_\_\_\_\_

Does this contain satchel packing material? YES NO

Are you an Exhibitor/Sponsor at this event? YES NO

Does this contain Exhibition booth material? YES NO

If so, please provide your Exhibition Booth #: \_\_\_\_\_

All deliveries are to be made via the loading dock which is located at the front of the hotel just next to the driveway (but not on it). All delivery vehicles are to enter the property via the Lovedale Road entrance. The loading dock hours of operation are 8am until 4pm (Monday – Friday).

**PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE CROWNE PLAZA HUNTER VALLEY**

**Goods will be accepted between the hours of 8am and 4pm, Monday – Friday, two (2) working days prior to the event.**