



January 17, 2024

Dear Exhibitor,

We hope that your participation in this event has been successful. To assist with a streamlined exhibition bump out, we wish to draw your attention to the following points:

1. As the Hotel has very limited storage facilities, all exhibitor items can only be held until the Monday following the event. Exhibitor items are the responsibility of each exhibitor.
2. Should a courier/freight company be collecting goods, these should be clearly labeled with a contact name and telephone number, full collection and delivery information plus the name of the courier/freight company collecting the items. If the courier/freight company has not arrived by the time you depart the Hotel; it is essential that the Banquet Supervisor be contacted, the goods identified to the Supervisor along with a consignment note completed in full.

** please note that goods cannot be left in the care of the Hotel for collection by a transport company unless a consignment note has been completed by an authorized person **

This service is provided in good faith by the Esplanade Hotel Fremantle and as such, the Hotel, and/or its employees cannot be held liable for any damage or loss suffered.

3. Please note that due to the volume of business at this Hotel, there are subsequent events following this exhibition. We will be unable to provide any variation or leniency to the above conditions.

Thank you for your cooperation in this matter. We trust your stay at the Esplanade Hotel Fremantle has been successful and enjoyable.

Yours sincerely

Management