



13. Delivery Directions

All incoming items for events will be accepted via the Hotel loading dock only (no deliveries will be accepted via the front desk or concierge unless prior arrangements or approval has been granted). The hotel reserves the right to refuse deliveries if these directions are not adhered to.

Deliveries should be addressed to:

Esplanade Hotel Fremantle
Loading Dock
Collie Street
Fremantle WA 6160

Deliveries can be made between the hours 8.30 am and 4.30 pm Monday through Friday. The hotel must approve any deliveries outside of these hours.

14. Delivery Dockets

Please find attached a delivery docket. All items delivered to the Hotel loading dock should be clearly marked and have the appropriate delivery docket attached. The hotel reserves the right to refuse deliveries should items not be clearly marked.

15. Pre Event Delivery & Post Event Collection

Goods delivered earlier than three (3) business days prior to the event commencement will not be accepted without prior arrangement. All goods must be removed from the Hotel premises or storerooms no later than two (2) business days after event completion, unless prior arrangements have been made. Charges will apply at the discretion of the Hotel if items not attempted to be timely couriered.

Consignment notes are the responsibility of the sender. These must be complete & attached correctly to all items. The Hotel under no circumstances can complete outgoing consignments.

16. Extension Leads

Exhibitors and production crews should ensure that they have adequate extension leads, double adapters etc. As any item supplied by the Hotel will be charged for and is subject to availability only.

17. Power Requirements

Where extensive electrical power supply is required for exhibition stands, other than normal mains power (e.g. 3 phase power), the exact requirements must be provided to the Banquet Sales Office for approval at least one (1) month prior to bump in and subject to additional charges.