



Delivery Instructions to the Esplanade Hotel Fremantle – By Rydges

Should you get anything delivered for a conference to the Esplanade Hotel Fremantle by Rydges, please advise your Event Coordinator prior to the items arriving. Please use the attached label for every single item and send it to:

**Esplanade Hotel Fremantle by Rydges**  
**Loading Dock**  
**Collie Street**  
**FREMANTLE WA 6160**

Goods must be delivered between the hours of 8.30 am and 12 pm daily Monday to Friday only at the Loading dock. Deliveries outside of these times MUST be communicated to the Event Coordinator to avoid disappointment.

Concierge MAY accept smaller items outside of loading dock hours.

Goods delivered earlier than 3 days prior to the function will not be accepted without prior arrangements. ALL goods must be removed from the hotel no later than 2 business days after event completion, unless prior arrangements have been made.