**MELBOURNE CONVENTION CENTRE (MCC)
LOADING DOCK DELIVERY LABEL**

**Convention Centre loading dock entrance**

Entry to the Convention Centre loading dock is via Normanby Road, South Wharf

For further information, please contact our Logistics team on **03 9235 8386**

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| **CONTACT INFORMATION** |
| **CONTACT NAME:** *(Person responsible for delivery)* |
| **CONTACT PHONE NUMBER:*****(Person responsible for delivery)*** |

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| **EVENT INFORMATION** |
| **EVENT NAME: HealthCert Ed Melbourne 2020** |
| **EVENT NUMBER: 91404** |
| **EVENT DATES: Friday 21/02/20 – Sunday 23/02/20** |
| **ROOM / AREA FOR DELIVERY: Melbourne Room 1** |

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| **STAND INFORMATION** |
| **STAND NAME:**  |
| **STAND NUMBER:**  |

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| ITEMS |
| **ITEM NUMBER:**  |
| **TOTAL NUMBER OF ITEMS:** |

***NOTE:*** *This label must be attached to every item delivered to the loading dock.*

*Melbourne Convention and Exhibition Centre staff will only sign for deliveries between 8am – 4pm,
Monday to Friday. We will not accept responsibility for items left at the loading dock outside of these times.*

## General information

The dock is managed and controlled by MCEC’s Logistics team and is located on the lower ground level of the Convention Centre.

* Total size of 2,000sqm
* Clear working height of 4.4m
* Fully weather protected
* Three dock levellers allow vehicles to load and unload at floor level
* A 30 minute parking limit applies for drop-off/pick-up of goods during the move in/move out process. Vehicles are not permitted to park on the loading dock at any other time.
* Children under 15 and animals are not permitted during move in and move out
* Vehicles and contents are the responsibility of the owner while on the loading dock

## Truck and vehicle lifts

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| Truck and vehicle lifts |
| Lift | Length | Width | Height |
| Truck lift | 9.5m | 3.5m | 4m |
| Vehicle lift | 8.1m | 3m | 3m |
| Eureka lift | 3.5m | 1.6m | 2.4m |

There is one truck lift at the Convention Centre with access via the loading dock. The lift allows for large deliveries and equipment to be transported directly to all levels. The truck lift is large enough for a vehicle to fit inside. The maximum weight load for the truck lift is 13.9 tonne.

A vehicle lift is located behind Melbourne Room 1 with access via Rona Walk. Large deliveries and equipment can be brought directly to Levels 1 and 2. The maximum weight is 10 tonne.

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