Loading dock delivery label for Melbourne Convention Centre (MCC)

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

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.

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.

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| **EXHIBITOR FREIGHT** **Contact information** | |
| Contact name  (Person responsible for delivery) | Hopkins, Tricia (Also insert your name in brackets here) |
| Contact phone number  (Person responsible for delivery) | 0488 445 029 (Also insert your contact number in brackets here) |
| **Event information** | |
| Event name | Ecological Society of Australia (ESA) Annual Conference 2024 |
| Event number | 100820 |
| Event dates | Sunday 08 Dec 2024 - Thursday 12 Dec 2024 |
| Room/area for delivery | Main Foyer 2 & 3 |
| **Stand information** | |
| Stand name | (Insert your company name) |
| Stand number | NA |
| **Items** | |
| Item number | (Add item number here) |
| Total number of items | (Add total number of items here) |

### **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.

### Diagram Description automatically generated**Truck and vehicle lifts**

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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| 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 |