

**COURIER DELIVER TO:**  
**HILTON AUCKLAND**  
**Princes Wharf**  
**147 Quay Street**  
**Auckland CBD 1010**

Hotel Loading Dock  
**Hours:** 8:00am – 4:00pm      Monday to Friday



**Attention:**      **Receiving/Loading Bay**  
**Event:** DATA ARCHITECTURE NEW ZEALAND  
**Date:** 9 APRIL

**Company Contact on the Day:**

CORINIUM GLOBAL INTELLIGENCE

**Article #**

**of total**

Sender Name:	
Company:	
Address:	
Contact Number:	
Courier Company:	
Contents/number of boxes:	

**\*PLEASE NOTE HILTON AUCKLAND DOES NOT PROVIDE AN IMPORTER OR CUSTOMS CODE TO INCOMING AND OUTGOING PACKAGES. PLEASE ENSURE YOU ORGANISE THIS PRIOR TO ORGANISING COURIERS AND FREIGHT\***

HILTON AUCKLAND does not accept any responsibility for items held in transit on the premises.

Any goods or items remaining after the event must be collected at the conclusion of your event or by prior written arrangement of the Event Coordinator.

Any remaining items onsite after 48 hours of event conclusion, will incur a daily storage fee of \$100.00 per day, alternatively Hilton Auckland reserves the right to courier all items left from the Event to the Organizer at their expense. A consignment note must be completed by the organizer and courier service arranged.

The Hotel is not authorized to fill out consignment notes.

## **KINDLY REFER TO THE INFORMATION BELOW RE: DELIVERIES, PACKING IN AND OUT ETC.**

### **Loading Bay**

Hours of Operation:

- Monday to Friday Only
- 8:00am – 4:00pm

A pallet jack is available at the Loading Bay however there is no forklift onsite.

The maximum height of delivery vehicles is 2.0meters.

### **Delivery Dates:**

Deliveries will not be accepted more than three working days prior to the event start date, and only between the Loading Bay hours of operation.

### **Goods Delivery and Collection:**

Goods will not be accepted more than 2 working days prior to the event date.

Any goods or items remaining after the event, must be collected at the conclusion of your event or by prior written arrangement of the Event Coordinator.

Any items delivered prior to 2 days in advance of the event or remaining items onsite after 2 days of event conclusion, will incur a daily storage fee of \$100.00 per day, alternatively Hilton Auckland reserves the right to courier all items left from the Event to the Organiser at their expense.

A consignment note must be completed by the organizer and courier service arranged.

### **Rubbish Removal and Bulky Waste:**

The client is responsible for removing all rubbish, packaging, bulky waste items.

Bulky waste items include pallets, banners, displays, polystyrene and foam packaging etc. that are left over at the conclusion of the event.

Please contact your Event Coordinator if you would like to arrange skip bin rubbish removal.

### **Parking:**

#### Guest Parking

All-day public parking is available at the Viaduct and Downtown Carparks, or via Wilson's Parking on Princes Wharf. Early bird and casual rates available.

Limited Valet Parking is available at the Hotel subject to availability at \$55.00 per vehicle per 24 hours.

No parking is available on Princes Wharf when a cruise ship is docked.

#### Exhibitor/Supplier Parking

Wilson's Parking has a car park located on Princes Wharf and all-day parking is available at the Viaduct and Downtown Car Parks.

#### Exhibitor/Supplier Drop Off/Pick Up

Suppliers are welcome to use our event drop off area located at the back entrance of our event spaces. When suppliers drive into the wharf please ensure that every supplier sees a concierge who will then direct them to the correct event drop off area.

Suppliers that are incorrectly parked or unapproved cars may receive a ticket from Wilson parking or be towed. Which we are unable to value any tickets or towing charges.

## NOTES

### 1. Hotel lobby entrance

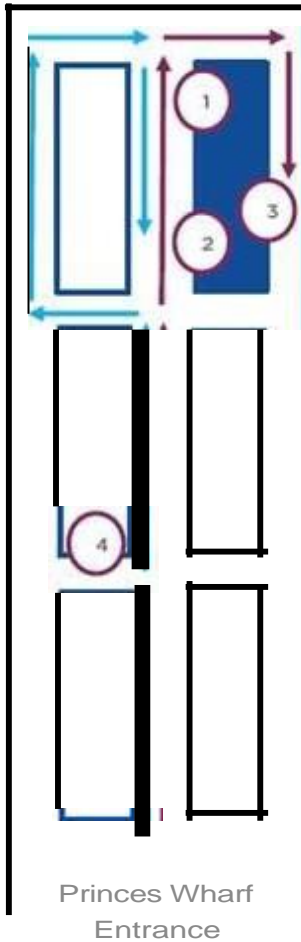


### 2. Dedicated event entrance for your guests



### 3. Anchorage Room access (for large item drop off) Hilton

### 4. Hotel loading bay entrance (vehicles not more than 2 meters in height)



## DIRECTIONS

— = Event pack-in.

- **Drive down Princes Wharf** towards the end.
- Turn right at the end of the wharf.
- **Drive up the wharf** and pack-in via #3 spot - **Anchorage Room.**

— = Bus drop off.

- **Drive down Princes Wharf.**
- Turn left before the hotel block.
- **Drive towards the end** of the wharf and turn right.
- Drive up the wharf and stop at #2 spot - **Dedicated Event Entrance,**