

Bump In – State Library Victoria

Date	Sunday 12 th May
Event	Mother's Day High Tea Event time: 10:00am – 5:00pm Venue access time: 8:30am
Venue	State Library Victoria – The Ian Potter Queen's Hall
Bump in	Via Loading Dock 8:30am @ 174 Little Lonsdale street Please contact Fay Binfield (048 330 7945)
Bump Out	Via Loading Dock @ 5:00pm @ 174 Little Lonsdale street Contact Operations Manager – Ryan Ashdowne (0488 455 001)
Important Notes	<ul style="list-style-type: none"> • Max vehicle height permitted in the loading bay is 3.4m • Please advise if your delivery cannot fit in standard lifts/elevators. • Please come prepared with trolleys (we are unable to supply) there is approx. 500m from the Loading Dock to the event space. • Please arrive with enough staff to assist in loading and unloading and walking to and from the event space • After you have unloaded your equipment, you will need to move your vehicle, if remaining on site for the duration of the event. Paid parking is available at QV and Melbourne Central. • In order to work at the Library, a copy of your current Public Liability Insurance Certificate of Compliance must be sent through to Showtime Event Group prior to admittance on site
Directions	<ul style="list-style-type: none"> • Confirming the vehicle access point for drop off is <u>174 Little Lonsdale St.</u> • This is the Loading Dock shared with the entire Library; <u>your scheduled bump in time is set and incredibly strict.</u> • If you are unable to meet this time, then you may be required to wait on the street while other deliveries are completed. • After unloading, you are required to move your vehicle, to the nearest car park.
Access	<p>Non Inducted Suppliers -</p> <ul style="list-style-type: none"> • A designated staff member has been assigned to escort you while on site. As you have not been issued with a security pass you cannot move through the public or back of house spaces without this escort. Failure to observe this constitutes a security breach and you will be removed from the site. • This includes bump out. Vehicle access to the Loading Dock will not be granted without an escort from the Showtime Event Group Manager on duty.
Restrictions	<p>Please note there are strict guidelines on what can be brought into the Library.</p> <ul style="list-style-type: none"> • Absolutely NO naked flames are permitted, all candles must be battery operated. • Strict guidelines surrounding floral: all stems must be cut and absolutely NO soil is permitted. Quarantine reserve the right to refuse any floral that may contain bugs or pesticides so please take extra caution in ensuring all floral and foliage has been thoroughly cleaned. • NO balloons are permitted.

- NO smoke machines, dry ice, confetti or balloons.
- All electrical equipment must be tagged and tested.

State Library Victoria Dispatch

174 Little Lonsdale Street

