

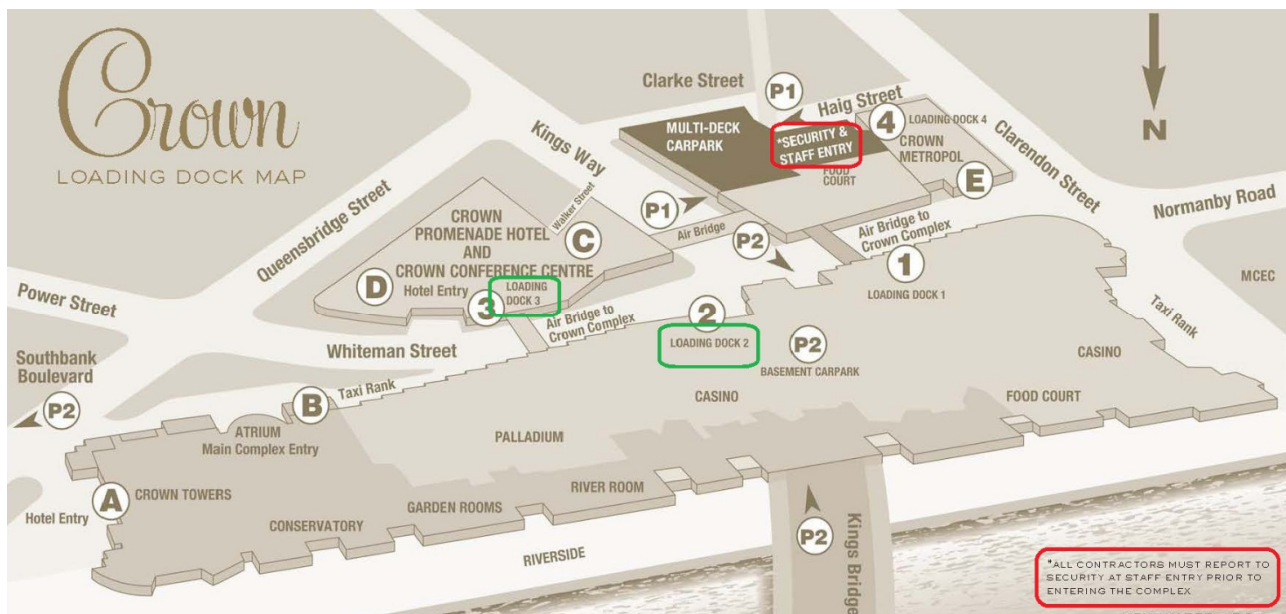
## CONTRACTOR PASS – PICK UP INSTRUCTIONS

**On the day of event**, you will need to go to Staff Entry to sign in and pick up your contractor pass.

- Staff Entry is located via a driveway at the intersection of **Haig and Clarke Streets**. Adjacent to the public entry of the multi-level car park. (See map below).
- Please ensure you have your photo ID
- Please sign in at the iTrak kiosk to the left of the desk using your mobile number or email address provided. Your pass will then be granted by the staff member at the desk.
- You may then proceed to the function space. Please ensure your pass is visible at all times.

If you need to unload any items at the Loading dock, please ensure you collect your pass **prior** arriving to the dock.

- Once you have your contractor pass, and before you proceed to the loading dock, please call the Banquet Duty Manager on [03 9292 8547](tel:0392928547) to advise them of your arrival and details of what you are delivering (ie; Vehicle / equipment bump in etc). The below map also outlines the location of Loading Dock 2 and 3. (*Dependant on location of event*)
- All contractors/suppliers who require a trolley to transport their items must supply their own
- After you drop off the items you can then proceed to the multi-level car park. Security will be able to assist with directions if needed.



### On Conclusion of event:

Please ensure you drop off your contractor pass at Staff Entry. (*Lost or unreturned passes incur a fee*)