**ATTENTION: EMILY MENG – Event Coordinator**

(Please confirm via email [emily\_meng@racv.com.au](mailto:emily_meng@racv.com.au) or phone 03 9944 8007 of

items being couriered for your event)

|  |  |
| --- | --- |
| **DELIVERY ADDRESS** | **RACV City Club – Loading Dock**  **Kitz Lane (VIA 450 Little Collins Street,**  **Melbourne, VIC 3000** |
| **FUNCTION NAME:** | National Aboriginal and Torres Strait Islander EH Conf. (NATSIEH) |
| **FUNCTION DATE:** | 12-16 May 2024 |
| **FUNCTION ROOM:** | Green Room – Level 17 |
| **SENDER DETAILS:** |  |
| **ITEMS TO BE DROPED OFF:** |  |
| **ADDITIONAL NOTES:** |  |
| **BOX OF** | **No Responsibility**  The RACV is not responsible for the loss or damage of equipment or goods delivered to the RACV City Club or remaining uncollected after the event. Organisers should advise the Conference & Events Department of any goods being delivered to the RACV City Club, and must ensure items are clearly labelled with the contact, event title and date.  **Equipment will be held for 48 hours only at the conclusion of all events.** |

**Loading Dock hours are 07:30-15:30hrs Monday to Friday, pickups will not be accepted outside of these hours**

**RETURN DELIVERY LABEL**

|  |  |
| --- | --- |
| **COMPANY NAME:** |  |
| **ATTENTION:** |  |
| **DELIVERY ADDRESS:** |  |
| **EVENT DATE AT RACV CITY CLUB:** |  |
| **NAME OF EVENT:** |  |
| **ITEMS TO BE COLLECTED:** |  |
| **ADDITIONAL NOTES:** |  |
| **BOX OF** | **No Responsibility**  The RACV is not responsible for the loss or damage of equipment or goods delivered to the RACV City Club or remaining uncollected after the event. Organisers should advise the Conference & Events Department of any goods being delivered to the RACV City Club, and must ensure items are clearly labelled with the contact, event title and date.  **Equipment will be held for 48 hours only at the conclusion of all events.** |

**PICK UP ADDRESS:** RACV City Club – Loading Dock

Kitz Lane (Via 450 Little Collins Street, Melbourne, VIC 3000)

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