



INFORMATION FOR VENDORS FOR BUMP IN & OUT AT AERIAL FUNCTION CENTRE

Advance deliveries/courier – please use the attached Loading Dock Delivery Label for ALL items being sent into the venue.

Normal operation hours are Monday to Friday 8.00am – 5.00pm for access outside this time please contact your event coordinator or venue contact as additional costs may apply.

Any damage to the venue caused by vendor or third party will be the responsibility of the hiring client.

Do NOT assume we have storage onsite this will need to be pre-arranged with venue.

Any excess boxes, discarded items must be removed by the vendor, left over waste may incur removal charges to the client directly.

No vendor shall move ANY venue owned furniture or equipment within the venue, please ask one of our operational team for assistance

Do NOT use any adhesive, tape, stickers, bluetak, on the tiles floors, windows or walls of the building any damages or cleaning charges will be on charged to the client directly.

No outside food or drinks are permitted inside the venue

Car Park – Building 10, Loading dock is available for a maximum of 20 minutes unless otherwise pre-arrange with your event coordinator.

INTERPARK			
Address:	UTS Building 10 Thomas Street Ultimo NSW 2007	Hours:	Monday – Friday (6am – 10pm) Sat (8am – 5:30pm) Sun (8am – 5:30pm) Public Holidays Closed
Website:	http://www.interpark.com.au/parkings/university-of-technology-sydney/		
Phone:	02 9514 4714		