



ALIA Information Online 2017 Conference  
Monday 13 February to Friday 17 February 2017  
Hilton Hotel • Sydney, Australia

## Exhibition move in

### Timings

Monday 13 February 2017  
4:00pm – 7:00pm

Exhibitors must adhere to the access times specified above. Access into the exhibition space prior to the scheduled time cannot be permitted.

Please note all displays must be set up by **7:30am Tuesday 14 February 2017** ready for the conference and exhibition opening.

### Registration pickup

Upon arrival at the Hilton Sydney Hotel on Monday 13 February 2017, please make your way to the Exhibition Halls (Levels 3 and 4). Your exhibitor registration pack will be located in your booth upon entry. The ALIA Events Team will be onsite to assist with any questions you have during your exhibition move in.

### Deliveries

Please ensure you have delivery details with you on hand in case of absent packages to ensure a smooth process onsite. All exhibitor deliveries will be located within your exhibition booth on arrival.

### Loading dock access

Access to the loading dock for move in is **7:00am – 7:00pm, Monday 13 February 2017**. No deliveries will be accepted prior to this date.

The loading dock is deemed to be for loading and unloading only. No access or parking is permitted during the event.



ALIA Information Online 2017 Conference  
Monday 13 February to Friday 17 February 2017  
Hilton Hotel • Sydney, Australia

A limit of 15 minutes per vehicle is applied to all vehicles using the Hilton Sydney Hotel loading dock. A loading dock access form must be completed and returned to Hilton Sydney Hotel prior to Monday 23 January 2017.

Hilton Sydney Hotel Loading Dock  
Entrance via Galleries Victoria Driveway  
259 Pitt Street  
Sydney, NSW 2000

### Safety - high visibility vests

All contractors, tradespeople, exhibitors, sponsors and anyone else required to access the exhibition hall and loading dock during set-up and tear-down are required to wear identification tags and high visibility safety vests at all times whilst in the exhibition hall and loading dock areas.

High visibility vests must comply with Australian safety standards and it is the responsibility of the individual to bring their own.

### Move out

We will distribute details of move out onsite. However as a reminder move out is:

Thursday 16 February 2017  
3:30pm – 6:00pm

No exhibitor will be able to remove items prior to this time due to health and safety regulations.

### Need assistance?

Should you have any enquiries prior to your arrival onsite, please do not hesitate to contact Lisa Thomson from the ALIA Events Team at [lisa.thomson@alia.org.au](mailto:lisa.thomson@alia.org.au).

