

# Plant Equipment

## Early Delivery Authorisation Process

As the venue we understand Melbourne Showgrounds has unique tenancy times, with standard operating times between 7am – 7pm. There is often a requirement for plant equipment to be dropped to site outside of the event tenancy times and dates to aid in efficiency of contractor works for the specific event.

The process below outlines the expectations for the contractor and suppliers if this requirement was indeed necessary for their event.

1. An initial email from the contractor, including the Plant Delivery Authorisation Form, is sent to Melbourne Royal requesting if there is site availability for plant to be dropped off the afternoon prior to their event tenancy. This document needs to be provided no less than a week before the event tenancy begins. The email communication and delivery request are to be sent to the Venue Operations team and Grant Coverdale.  
[venue.operations@melbourneroyal.com.au](mailto:venue.operations@melbourneroyal.com.au) / [grant.coverdale@melbourneroyal.com.au](mailto:grant.coverdale@melbourneroyal.com.au)
2. If there is another concurrent event schedule, there may be reason to reject the contractor request due to other event footprints and existing client tenancy. This will be determined by Melbourne Royal at the time of the request.
3. At the time of approval Venue Operations will provide a location for delivery of the plant equipment.
4. When the plant delivery arrives at the Showgrounds, Venue Operations are to be notified and the supplier is directed to a designated storage location where the plant equipment can be dropped off.
5. If forklifts are supplied as part of the delivery, each unit needs to have the gas bottle removed and placed in the gas cage ordered by the contractor.
6. Note: Gas bottles cannot be stored in the Showgrounds gas cages.
7. If a gas cage is not ordered, as part of the delivery, the forklifts will be sent back with the supplier.
8. Any plant that is delivered to the Showgrounds with the intention of being driven inside our buildings MUST have white tyres only
9. Upon delivery each unit of plant needs to be clearly labelled with the company that it is being supplied for, so it is clearly understood for the contractors.
10. All plant equipment is to be picked up no later than the last day of event tenancy, unless pre-approved for an alternative collection date

Written approval must be obtained from the venue prior to any plant equipment being delivered to site outside the agreed tenancy times. If this approval is not provided the contractor may be turned away at the gate and further incur a \$75 administration fee.

**Plant Equipment Delivery**

# Authorisation Form

**Event details**

<b>Event Name:</b>	
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**Contractor company information**

<b>Company Name:</b>	
<b>Address:</b>	
<b>Contact name:</b>	
<b>Mobile number:</b>	
<b>Email:</b>	

**Delivery information**

<b>Deliver to:</b>	
<b>Address:</b>	
<b>Contact name:</b>	
<b>Mobile number:</b>	
<b>Email:</b>	

Item description	Quantity	Delivery date	Pick up date

**Please note** Melbourne Royal is held harmless for any goods, plant, or equipment in respect of its contract which remains on the Melbourne Showgrounds outside of the period of the contracted event.