



EVENT DATE: Monday, 21 February 2022

VENUE: Four Seasons Hotel, Grand Ballroom
199 George Street, Sydney NSW 2000

ANTICIPATED GUEST NUMBERS:

Trade & Media Session 350
Public Session 350

ESTIMATE - STOCK REQUIREMENTS:

10-14 bottles per cuvée, across both trade and public events.

Use your discretion with tasting pours according to the anticipated guest numbers indicated.

SCHEDULE:

Set up from 11am
Trade and media tasting 1pm-4.30pm
Agents exhibiting only at Public session bump in from 4pm
Public tasting 6pm-9pm
Bump out 9-9:30pm

DELIVERY OF STOCK & POSM:

All items to be delivered directly to Four Seasons.

Delivery Address:

Four Seasons Hotel Sydney
Attention: Taste Champagne Sydney Event
Loading Dock
Essex Street
Sydney NSW 2000

Please ensure all items are clearly labeled and marked for Taste Champagne.

Four Seasons loading dock information [document](#).

Delivery window: Thursday 17 February or Friday 18 February, 2022.

Delivery times: Deliveries to be made between the hours of 7am-3pm.

Delivery slips/quantities: Email [Jody](#) the box quantities to help ensure all your stock has been received.

Note: wine stock and POSM can be brought in with you on the day however please let Jody know if this will be the case.

STAFF ATTENDING/ MANNING EXHIBITOR TABLE - DEADLINE 4 FEBRUARY 2022

- Send through a full list of names (first & last) and company of your staff. This includes all staff who will be manning your table or assisting in any capacity at Taste Champagne and the cities that they will be attending.
- Due to COVID-related capacity restrictions we have had to cap the number of agents pouring on the day to no more than four (4) at the one time. Please contact [Jody](#) if this causes a problem and we'll do our best to accommodate your request.
- Staff names are included on the list at the door, so they will not need to register online for a trade pass.
- Non-pouring staff who wish to attend can register for a trade pass [here](#).
- Name tags will be printed for all pouring agents.
- Please advise if anyone in your team will require a GF or Vegetarian meal and we will do our best to accommodate.
- All staff manning/ pouring will need to have a copy of their RSAs with them.

WHAT YOU NEED TO BRING IN WITH YOU ON THE DAY:

- Ice bucket/s for keeping bottles cold on your table
- Your own branding display materials and POS displays, as you desire, such as printed materials, banners, dummy bottles, etc
- Dummy bottles and gift boxes for our main room display as per previous years

PROVIDED AT THE EVENTS:

- Table
- Tablecloth
- Riedel Riesling Glasses
- Tasting Booklet
- Ice and tub to keep cuvées chilled throughout the day/evening (under your table)
- Antipodes sparkling and still water
- Large spittoons positioned around the room (disposable milkshake cups to be used for spitting)
- Sandwiches and rolls for agents staying on for the consumer event (will be served in the break, 5pm-6pm)

COLLECTION OF ITEMS POST EVENT

- Any leftover items MUST be collected on Tuesday, 22 February 2022, as per drop off instructions.
- Taste Champagne team will provide a 'Pick Up' label template for each box/item for collection. A tape gun and tape will be on hand should you require.

CHAMPAGNE SALES TO THE PUBLIC

As you know, we welcome you to sell direct to the public. You can of course take orders and process transactions on the night. However, since our events and venues are not licensed for wine sales, customers are not legally allowed to take wines away with them on the night. Please instead make arrangements to ship to them after the event.

Langton's will be offering a retail offer and we will be in touch with full details.