



Convention Center

Like no place else.™

Contractor Company:	
Contact Name:	
Telephone:	
Fax:	
Email:	

What date/time will trucks/trailers arrive for load in?	
How Many?	
Will you require a marshaling area?	
Will contractors trucks/trailers remain at the loading dock until load out?	

What date/time will lifts be delivered?	
How Many? Please specify type of lift (scissor, fork, boom)	

What date/time will load in begin/end?	
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Are vehicles a part of the exhibit?	
How Many?	
What date/time will vehicles arrive?	

Do you require additional space for crate stacking?	
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What date/time will trucks/trailers arrive for load out?	
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What date/time will load out begin/end?	
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What date/time will vehicles load out of the exhibit hall?	
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What date/time will lifts be picked up?	
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Please state any special requests.	
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Depending on our loading dock schedule, trucks/vehicles may need to be relocated upon completion of load in. They may then return to the loading dock for load out. We will provide you with appropriate information for staging of your trucks/trailers during the interim. We look forward to assisting you in maintaining a safe and effective loading dock schedule.

