

<b>EVENT NAME:</b>		
<b>TRADESHOW CONTRACTOR:</b>		
<b>CONTACT NAME:</b>		
<b>PHONE:</b>	<b>CELL:</b>	<b>E-MAIL:</b>

Please complete the following information in full; and return to [kleeney@palmspringscc.com](mailto:kleeney@palmspringscc.com). We also require a copy of your production schedule/show sheet to be sure we encompass all occupancy hours.

Please provide us with your arrival/departure time for **EACH** date. This information is utilized to ensure that the loading dock is properly staffed to accommodate your needs and the needs & requirements of the facility.

**DATES/TIME OF TRADESHOW CONTRACTOR OCCUPANCY:**

DAY/DATE	ARRIVAL TIME	DEPARTURE TIME	TYPE OF ACTIVITY

**TRUCKS/TRAILER ARRIVAL/DEPARTURE:**

ARRIVAL DAY/DATE	ARRIVAL TIME	TYPE OF TRUCK/TRAILER	# OF TRUCKS/TRAILERS
DEPARTURE DATE	DEPARTURE TIME		

**LIFTS (lifts are not to be dropped outside the electronic gate to the loading dock):**

DELIVERY DATE/TIME	LIFT COMPANY AND PHONE NUMBER	# OF LIFTS	TYPE OF LIFT	PICK UP DATE/TIME

**VEHICLES ON DISPLAY (Vehicles must appear on submitted floorplan):**

ARRIVAL DATE/TIME	HOW MANY	VEHICLE TYPE	DEPARTURE DATE/TIME

**MARSHALING/CRATE STACKING/SERVICE TRAILERS:**

<b>WILL YOU REQUIRE A MARSHALING YARD?</b>	<b>YES</b>	<b>NO</b>
<b>DO YOU REQUIRE SPACE FOR CRATE STACKING?</b>	<b>YES</b>	<b>NO</b>
<b>WILL SERVICE TRAILERS REMAIN AT THE DOCK?</b>	<b>YES</b>	<b>NO</b>
<b>HOW MANY TRAILERS WILL REMAIN AT THE DOCK?</b>		

<b>ELECTRICAL CONTRACTOR:</b>		
<b>CONTACT NAME:</b>		
<b>PHONE:</b>	<b>CELL:</b>	<b>E-MAIL:</b>

**TRUCKS/TRAILER ARRIVAL/DEPARTURE:**

ARRIVAL DAY/DATE	ARRIVAL TIME	TYPE OF TRUCK/TRAILER	# OF TRUCKS/TRAILERS
DEPARTURE DATE	DEPARTURE TIME		

**EQUIPMENT DELIVERY & STORGE/SERVICE TRAILERS:**

<b>IF THE ELECTRICAL CONTRACTOR IS DROPPING CAGES/EQUIPMENT ON THE LOADING DOCK, PLEASE SPECIFY DATE/TIME OF ARRIVAL AND DEPARTURE</b>			
ARRIVAL DAY/DATE	ARRIVAL TIME	TYPE OF TRUCK/TRAILER	# OF TRUCKS/TRAILERS
DEPARTURE DATE	DEPARTURE TIME		

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 schedule.

**NOTICE: All vendors are guests of the PSCC and are expected to treat our building, loading dock and parking lots with respect. We will not tolerate littering, loitering, consuming of alcoholic beverages, walking through landscaping etc. If such behavior is observed, a \$1,000 deposit will be required in order to access the loading dock or marshaling yard.**