

## Your Information

Today's Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## Vehicle Information

Type of Vehicle:  Flatbed  High Cube  
 30' Container  Other

Driver Name: \_\_\_\_\_  
Driver Cell Number: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_  
Departure Date: \_\_\_\_\_  
Departure Time: \_\_\_\_\_

## Event Information

Event Name: \_\_\_\_\_  
Person Receiving Shipment: \_\_\_\_\_  
Delivery Location: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

## Dock Facts:

Loading Dock Height Limit: 13'6"  
Container Size Limit: 45' Length  
Freight Ramp Capacity: 16,000 lbs per truck axle  
**Loading Dock Entrance: Kahakai Drive (off Atkinson Dr.)**  
**Loading Dock Hours: 7:00am - 10:00pm**  
\*After Hours Require Prior Approval: 10:00pm - 7:00am  
Dock reservations received at least 24 hours in advance will be given priority

## DOCK RULES:

1. Vehicles must be unloaded once docked and exit once loaded. No parking allowed without prior approval. Fees may apply
2. Avoid using your horn to alert someone that you are at the gate. There is a 24 hr call box to press for assistance
3. Adhere to 5mph speed limit. Turn off engine once parked. Do not idle. Use caution at all-times and yield to pedestrians always
4. This reservation does not allow you to park overnight, drive on the floor, or park for any time other than active loading/unloading only
5. Fees that may apply include: \$250 per occurrence to drive onto the exhibit floor with advance notice. \$250 per dock for overnight use
6. Dropping off equipment, containers, trucks, etc. earlier or later than contracted dates is not allowed. Please see your event manager for more info. or to confirm the contracted dates of your event
7. Your reservation will be reviewed and confirmed with a response sent via email/phone asap
8. HCC Staff is not able to sign or take responsibility for your delivery. Make sure you have arranged to have someone designated to do so.
9. This reservation does not assume any liability or responsibility for your vehicle or contents within it, while on site. This is permission to access the dock only.
10. Contractors should check in with Security on Level 2 for a wrist band before moving throughout the building

***We appreciate your assistance and cooperation.***

***Our intent is to provide a safe and efficient means to provide your services.***

## Acceptance and Acknowledgement:

\_\_\_\_\_  
Please Initial to Acknowledge Agreement to This Reservation

\_\_\_\_\_  
DATE