**Loading Dock/Ramp Registration and Procedure Outline**

Dear exhibitor,

We are glad you are joining us for the 2019Florida School Nutrition Association Annual Conference & Expo.

We wanted to make you aware of some procedural changes to the set up and break down. This year we are implementing a loading dock and ramp schedule for setup. This is being done as a way of organizing the process for better efficiency and safety.

Appointments will be provided on a **first come first serve basis.** There will be plenty of appointments available and we will make every effort to accommodate one of your requested time slots. Please make every effort to adhere to the schedule for the courtesy of all exhibitors.

Also, in the past some exhibitors have been able to store your transport bins and excess equipment, including cooking and preparation areas, behind the curtains along the perimeter of the show floor. This area will not be available for this venue. Please plan on storing all of your equipment within the booth or back on your truck/vehicle until the end of the expo. Please keep this in mind while packing for the event as it will affect the breakdown process.

**Loading Dock appointments will be in one hour increments beginning at 8:00 AM until 3:00 PM, for 26’ or bigger straight trucks (dock height). For everything else, the ramp appointments will be in 45 minute increments starting at 8:00 AM and running until 2:45 PM. You can arrive 15 minutes before your scheduled time. If a slot is available you will be allowed early access.**

Before you complete the form below, you will need to know the type of truck or vehicle that you will be using for the transport of your equipment.

|  |  |  |  |
| --- | --- | --- | --- |
| COMPANY NAME: |  | EMAIL: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CONTACT: |  | DAY OF PHONE#: |  |

TYPE OF VEHICLE: Please choose one of the following:

|  |  |
| --- | --- |
|  | 26’ OR BIGGER STRAIGHT TRUCK (DOCK HEIGHT) |
|  | 25’ OR SMALLER BOX TRUCK WITH LIFT GATE |
|  | SMALL OR MEDIUM HITCH TRAILER |
|  | CARGO VAN OR U-HAUL |
|  | PERSONAL SUV OR VEHICLE |
|  | OTHER (SPECIFY) |

PLEASE INDICATE YOUR THREE PREFRED TIME SLOTS BELOW: (Every effort will be made to accommodate)

|  |  |  |
| --- | --- | --- |
| AM/PM | AM/PM | AM/PM |

Once you are assigned a loading time, a dock certificate will be sent to the email above for display in the windshield upon arrival.

Thank you for you participation and cooperation in our 2019 Annual Conference and Expo.

**Return forms to Aubrie Leigh Pennekamp at** [**alpennekamp@floridaschoolnutrition.org**](mailto:alpennekamp@floridaschoolnutrition.org) **or Fax (850) 656-0149**