

LOAD IN-LOAD OUT REQUEST
EXHIBITS

GROUP NAME:					
CONVENTION SERVICES MANAGER:					
Today's Date:		Exhibit Company Name:			
Exhibit Manager:		Telephone:		Cell:	
On Site Contact:		Telephone:		Cell:	
Meeting Room Name:				Contracted Dates:	

EXHIBIT COMPANY MUST SUPPLY VISQUEEN FOR LOAD-IN AND LOAD-OUT

EXHIBIT MOVE IN INFORMATION:							
MOVE IN WALK THROUGH DATE/TIME:		MOVE IN DAY:		START TIME		END TIME:	
A Walk Through needs to be scheduled prior to the move in start time. Under no circumstances can a group begin the move in process without conducting a walk through of the contracted space with the Events Manager							

EXHIBIT MOVE OUT INFORMATION:							
MOVE OUT WALK THROUGH DATE/TIME:		MOVE OUT DAY:		START TIME		END TIME:	
A final Walk Through with the Events Manager must be completed prior to Exhibit Company leaving property							

EXHIBIT COMPANY INFORMATION:					
EXHIBIT COMPANY SETUP DATES/TIMES			EXHIBIT COMPANY TEARDOWN DATES/TIMES		

EXHIBITOR INFORMATION:					
EXHIBITORS MOVE IN DATES/TIMES			EXHIBITORS MOVE OUT DATES/TIMES		

GENERAL EXHIBIT INFORMATION:					
TIME RIGGING IS SCHEDULED FOR SETUP / TEARDOWN:	SETUP DATE & TIME:		STRIKE DATE & TIME:		
TIME EDLEN IS SCHEDULED FOR SETUP / TEARDOWN:	SETUP DATE & TIME:		STRIKE DATE & TIME:		
TRUCK COMPANY NAME(S): _____	NUMBER & SIZE:				
FORKLIFTS/PALLET JACKS SUPPLIED BY: _____	NUMBER & ARRIVAL DATE / TIME				
OPEN DUMPSTER SUPPLIED BY: _____**	ARRIVAL DATE & TIME				
FREIGHT BY POUND:	ENTER WEIGHT:				
ANY LARGE OR UNUSUAL ITEMS TO EXHIBIT: (Cars, Trucks Boats, Mobile Homes etc...)	LIST ITEMS :				

The Exhibit Company is required to provide Rosen Shingle Creek an Orange County approved digital CAD drawing of the exhibit layout 14 days prior to the group's load-in date, as well as a Certificate of Insurance. Exhibits without CAD drawings and insurance provided to the Hotel will not be permitted to load-in.
 ** If dumpster will need to be supplied by the hotel, a charge of \$750 per dumpster will be added to the Group's Master Account.**
 *** Dock hours are 7AM-10PM daily. Deliveries outside of these times must be approved by Hotel.***