

LOAD IN-LOAD OUT REQUEST
EXHIBITS

GROUP NAME:					
CONVENTION SERVICES MANAGER:					
Today's Date:		Exhibit Company Name:			
Exhibit Manager:		Cell:		Email:	
On Site Contact:		Cell:		Email:	
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:	
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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:	
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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	
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EXHIBITOR INFORMATION:

EXHIBITORS MOVE IN DATES/TIMES		EXHIBITORS MOVE OUT DATES/TIMES	
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GENERAL EXHIBIT INFORMATION:

TIME RIGGING IS SCHEDULED FOR SETUP / TEARDOWN:	SETUP DATE & TIME:		STRIKE DATE & TIME:	
TIME POWER 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.

** Dumpster must be provided by Exhibit Company or Group. Arrangements can be made through Waste Management at (407) 788-0800.

*** Dock hours are 7AM-10PM daily. Deliveries outside of these times must be approved by Hotel.