

Exhibitors are allowed to unload their own freight provided they use **(A)** a privately-owned vehicle or smaller rented truck (i.e. U-Haul, etc.) or **(B)** a company-owned vehicle such as a flatbed or cube truck. All exhibitors must have a dock pass to access the loading docks.

If you wish to unload your own vehicle at the Frontier Airlines Center Loading Dock, you must complete a dock pass request form and return it to the Wisconsin Restaurant Association by February 10, 2012. There are two ways to request your dock pass:

- (1) Easily submit your dock pass request online by visiting www.wirestaurant.org/expo/exhibit/dock_form.php
(2) Fill out the information below and fax to 608.270.9960

Dock passes with your assigned time will be mailed prior to move-in. Target delivery dates and times will be set based on the completed information on this form on a first come, first served basis. Exhibitors who miss their assigned time during move-in will only gain access to the dock area as space and time permits.

Any materials arriving on a common carrier, van line, air freight company, UPS or Federal Express must be unloaded by Valley Expo & Displays and will be charged the appropriate drayage fees. All other trucks will be unloaded by Valley Expo & Displays, including all EAC trucks. The only forklifts and pallet jacks permitted are those owned and operated by Valley Expo & Displays. Please see the Valley Expo & Displays forms in this manual for further information.

Return form no later than FEBRUARY 10, 2012

If you need dock access and miss the deadline, you will be required to pick up your dock pass on-site. Requests will not be honored after February 10. No exceptions.

Mail Dock Pass to Attention of:			Booth Number:
Name of Exhibiting Company:			
Mailing Address:			
City:	State:	Zip:	
Telephone:		Fax:	
E-mail:			

1. Please circle which day and time slot you would prefer to unload your freight:

Saturday, March 10 8a-9a 9a-10a 10a-11a 11a-1p 1p-3p No. of Vehicles: _____

Sunday, March 11 10a-11a 11a-12p 12p-2p 2p-4p No. of Vehicles: _____

NOTE: You will have a maximum of 30 minutes per vehicle to unload materials on the loading dock. The dock area is not a parking lot and you will be asked to leave if your vehicle is there beyond the 30 minute limit.

2. Drive-up ramps and dock space will be available for exhibitor self-unloading.

Do you need to be assigned a dock space with an adjustable plate for unloading: Yes No
(Please note: It is easier to accommodate exhibitors needing only drive-up ramps)

3. What type of vehicle(s) will you be unloading at the dock?

Car Van SUV Pick-up Truck Commercial Vehicle Semi Truck Other _____

SEND FORM TO:

Ryan Pettersen
Wisconsin Restaurant Association
2801 Fish Hatchery Road, Madison, WI 53713
Fax: 608.270.9960
Email: rpetersen@wirestaurant.org

QUESTIONS?

Contact Ryan Pettersen
Phone: 800.589.3211 or 608.270.9950
Email: rpetersen@wirestaurant.org