



Exhibitor Entry and Delivery Access Form

Completion of this form is required to ensure your access, delivery, or pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit.

- All deliveries and unloading of event materials must take place at P1 North. Vendors should use the elevators by the Loading Zone, or make arrangements with Convention Center staff for use of Loading Dock A and the Convention Center lift. Please reference the "P1 VENDOR UNLOADING ZONE" map on the following page.
Vehicles attempting entry without prior authorization will NOT be allowed access.
This form must be submitted with a (2) two business day minimum notice. Failure to comply with this policy may result in a fee to you or your organization, or denial of entry.
If your company has more than one driver, please submit additional forms for each driver.
Please return this form to the Convention Center Coordinator via email.

Select your coordinator from the dropdown below:

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY. THIS FORM MAY NOT BE ALTERED. THANK YOU FOR YOUR COOPERATION.

Form with fields: Event Name, Event Dates, Show Coordinator, Phone No., Exhibitor/Vendor Business Name, Phone No., Exhibitor/Vendor Email, Delivery Company Name, Phone No., Description of Freight, Date of Delivery, Delivery Time, Return Pickup Date, Pickup Time.

ENTER THE FOLLOWING INFORMATION EXACTLY AS IT APPEARS ON THE DRIVER'S LICENSE

Form with fields: Driver's Name, Driver's Cell Phone, Driver's License ID Number, Driver's License State of Issue, Vehicle Plate Number, State of Vehicle Registration, Type of Vehicle.

P1 VENDOR UNLOADING ZONE

