



DELIVERY REQUEST FORM

Convention Center
 New York State Office of General Services
 The Governor Nelson A. Rockefeller Empire State Plaza
 Concourse Level
 Albany, NY 12242

Completion of this form is required to ensure your delivery/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 Loading Dock A prior to parking. Vehicles attempting entry without prior authorization will NOT be allowed access.

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

Event Name: New York Farm Bureau Legislative Reception & Issues Forum	Event Date(s): March 4, 2019
Exhibitor Business Name:	Phone No.
Delivery Company Name:	Phone No.
Description of Freight:	
Date of Delivery: March 4, 2019	Delivery Time: Between 12 – 4 p.m.
Return Pickup Date: March 4, 2019	Pickup Time: 7 p.m.
Event Coordinator: Maureen Bartczak	Phone No. 518-436-8495
<u>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</u>	
Driver's Name:	
Driver's License ID Number:	Driver State of Origin:
Vehicle Plate Number:	State of Vehicle Registration:
Trailer Plate Number (if applicable):	State of Trailer Registration:

***** Please mail, email or fax completed form to *****
Maureen Bartczak
New York Farm Bureau
159 Wolf Road, PO Box 5330, Albany, NY 12205
Email: mbartczak@nyfb.org ♦ Fax: 518-431-5657