EXHIBITOR ENTRY FORM

Richard Regnier, Operations Coordinator
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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. **48 hours' notice is required. Failure to comply with this policy may result in a fee to you or your organization. If your company has more than one driver, please submit additional forms.** Please return this form to the Convention Center Coordinator via email, fax or address shown above.

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

Event Name: New York Farm Bureau Reception & Issues Forum	**Event Date(s):** February 27, 2023	
Show Coordinator: Maureen Bartczak	**Phone No:** 518-431-5613 (ofc) 518-257-2977 (cell)	
Exhibitor Business Name:	**Phone No:**	
Exhibitor Email:		
Delivery Company Name:	**Phone No:**	
Description of Freight:		
Date of Delivery: February 27, 2023	**Delivery Time:** Btwn: 9:00a - 5:00p	
Return Pickup Date: February 27, 2023	**Pickup Time:** 7:00 p.m.	
EXACTLY AS IT APPEARS ON DRIVER'S LICENSE		
Driver's Name:	**Driver's Cell Phone:**	
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:**	
Is your vehicle over 6'6" in height?		
Type of vehicle:		

P1 VENDOR UNLOADING ZONE

SOUTH MALL ARTERIAL

To 787

TUNNELS

P-1 SOUTH

From 787

TUNNELS

SOUTH MALL ARTERIAL

P3 VISITOR PARKING AHEAD

P-1 NORTH

LIFT

STOP

BOOTH

DOCK A LOADING ZONE

LOADING PLATFORM

ELEVATOR

STOP

ELEVATORS

LOADING ZONE

ELEVATORS

LEGEND:

Convention Center Load-In

Convention Center Lift & Loading Dock A (Oversized Deliveries)

NORTH