

## Loading Dock Policy and Procedures

The following constitute the Loading Dock Procedures at the SMG-Greater Columbus Convention Center.

### **Gaining Access to the Facility:**

- Everyone must have a Dock Pass issued by the Dock Master to gain access to the facility. This includes all decorators, stagehands, and exhibitors. We are unable to provide exceptions to this policy.
- Due to the constant occupation of our facility, all meeting rooms, exhibit halls, and other contracted spaces will not be opened until the time designated on your contract. This includes the loading dock. Please ensure that you are only attempting to access the facility during your designated time.
  - Vehicles are not permitted to stage on Convention Center Drive as it is an active city street. Vehicles are welcome to stage in the East Lot on the corner of Fourth Street and Nationwide Boulevard.
- Space on the dock is limited, and that once capacity has been reached, exhibitors will be denied entry until space becomes available. Staging on Convention Center Drive is not permitted at any time.
- Decorator Dock Passes and client dock passes must be received from their Event Manager prior to the event to ensure adequate access.

### **Staffing:**

- During all events, SMG/GCCC will provide one (1) Public Safety Officer for the entrance to the Loading Dock at no cost. This officer's primary responsibility is as the Dock Master to ensure proper access to the area.
- Show Management is responsible for any additional security throughout the event, including on the loading dock.
- The Greater Columbus Convention Center reserves the right to assign a Public Safety Officer to act as an interior Dock Master for the incoming/outgoing activity should this activity pose adverse vehicle control issues on the exterior dock apron. This Officer's duties and responsibilities will encompass maintaining Ohio Fire Code egress lanes. The Officer will also serve as an ambassador for exhibitors who require directions or assistance of any kind.

### **Move-In/Move-Out Procedures:**

- Upon entering the Loading Dock, exhibitors will receive a GCCC Dock Control Pass from the Dock Master. The Control Pass will contain the booth name & number, contact info for driver, and time of arrival. The Control Pass **MUST** be visible and face up on your dashboard while on the Loading Dock.
- SMG/GCCC Public Safety Personnel will stage exhibitor vehicles appropriately for their designated Move-In or Move-Out
- When entering or exiting the facility, please ensure that you are only utilizing the doors designated to your event. These doors are based on the space contracted, and their allocation is outlined above.
- Exhibitors are allotted twenty (20) minutes to unload/load their vehicles to/from their designated booth. Please respect this timeframe as it will ensure the Move In/Move-Out runs successfully.

- Upon completing the loading/unloading of their vehicles, exhibitors must exit the loading dock to provide space for the next vehicle. Exhibitor vehicles are not permitted to park on the loading dock after loading/unloading their vehicles. Vehicles violating this policy are subject to towing at the driver's expense.
- Exhibitors with trucks that will need bay door access will be assigned a Loading Dock bay door by the Dock Master upon entering the Loading Dock. All exhibitor trucks will also receive a GCCC Dock Authorization sheet and follow the procedures stated above.
- All carrier deliveries/pick-ups (Ex. UPS or FedEx) will be given access to the Loading Dock if ample room is available, and will be assigned a staging area by SMG/GCCC Public Safety personnel. Upon arrival, the carrier driver must check in with the appropriate decorator at the rear of the contracted exhibit hall.
- No vehicle may drive, be on a trailer, or stay in the facility unless it is a display vehicle, or an exemption has been issued by Public Safety Management. No exceptions.

**Questions**

Please direct any questions regarding these policies and procedures to the following individuals:

Mike Nelson, Manager of Public Safety ([mnelson@columbusconventions.com](mailto:mnelson@columbusconventions.com))

Mike Saunders, Assistant Public Safety Manager ([msaunders@columbusconventions.com](mailto:msaunders@columbusconventions.com))

Thank you for your cooperation.