



Loading Dock Request Form

Program or Event Name											
Function Space/ Floor											
Preferred Delivery Window <i>May Select up to ONE hour per delivery. Each delivery requires an individual form.</i> <i>Times not guaranteed till Service Manager confirms.</i>	1:00	2:00	3:00	4:00	5:00	6:00	7:00	9:00	10:00	11:00	12:00
	15	15	15	15	15	15	15	15	15	15	15
	30	30	30	30	30	30	30	30	30	30	30
	45	45	45	45	45	45	45	45	45	45	45
	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
	15	15	15	15	15	15	15	15	15	15	15
	30	30	30	30	30	30	30	30	30	30	30
	45	45	45	45	45	45	45	45	45	45	45
Full Name of Driver											
Driver's Cell Phone Number											
# and Size of Vehicles (53ft/box truck/van/car)											

Policies:

- **ALL LOADING DOCK REQUEST FORMS MUST BE RECEIVED 10 DAYS PRIOR TO ARRIVAL**
 - *If Form is not received we cannot Guarantee preferred Dock times*
- 53ft Trucks are NOT RECOMMENDED, Please use 48ft Trucks or smaller for ease of turns and back-ins
- Vendor shall be afforded access to loading dock space and freight elevator only at a time pre-arranged with Fairmont point-of-contact
 - Freight elevator is shared with all parties – Hotel Operations, PSAV, Vendor Load-ins/outs
- Afterhours (5pm-5am) it is HIGHLY RECOMMENDED to hire a dock supervisor at \$65/officer/hour minimum 4 hours
- Vendors are to check in with Purchasing between 5am-5pm or with Security between 5pm-5am
- During business hours no vehicle is to be left unattended on the dock unless accompanied by a second driver. Vendor parking is NOT permitted.
- Reserved dock time is not used for parking or setting up materials in a function space
- Delivery GUIDELINES:
 - Materials should be offloaded and staged in the hallway
 - Vehicles are then moved out of the dock before anything goes up to the functions space *Fairmont Austin does not provide complimentary parking on or off site*
 - Materials are transferred up to their assigned function space after the truck has exited the dock area.
- Carts & trollies are NOT provided by Fairmont Austin. Any means of transport must be provided by Vendor. Large equipment for transport needs to be coordinated/approved with the Fairmont point-of-contact
- Vendors will be provided with temporary passes/identification while on the premises of Fairmont Austin
- Vendors are not permitted in the Fairmont Colleague Cafeteria
- Vendors are not permitted in public restrooms. Bathrooms for vendor use are located on 2nd, 3rd, and 5th floors in the back hallways of the meeting space
- Vendors are not permitted to use Guest Elevators
- Vendors are to be respectful of the Hotel and any damages to the property will be inspected and reported by Security. Reports will then be submitted to the vendor contact for follow-up
- All Parties that do not follow these guidelines are subject to refusal of delivery

Signature: _____ Date: _____