



Loading Guidelines Agreement Loading Dock, 124 West 19th St. btw 6th & 7th Avenues

1. All equipment and deliveries unload at the loading dock bay located at 124 W 19th Street using the South Bay Doors or Freight Elevator. You may not load into a guest entrance door.
2. **You must protect the venue floors during all load in and load out. Place Masonite on the venue floors before unloading any gear, equipment, product, or furniture, to protect the flooring.** MP will cover the hallways with Masonite, but you are responsible for covering the event floor (2nd floor Metropolitan Suite and the main floor Pavilion). Purchase Masonite from <https://www.princelumber.com/> or [PartyRental_Masonite](#).
3. It is your responsibility to place heavy pallets on Masonite. Do not place it directly on the floor.
4. **Do not drag gear, equipment, furniture, games, décor, etc., or any item across the venue floor. We have new floors; we strongly recommend using pallet jacks or an automated hi-lo when moving gear/equipment inside the venue. Any damage to the floor is subject to fees.**
5. If you need to tape the floor, **painter's tape first** must be adhered to protect the floor. Any other type of tape can be placed on top of it. Any damages to the floor will result in a charge.
6. **If you are using union labor, your lead contractor must be informed of all loading guidelines and sign the agreement below.** You will not be allowed to load in without a signature.
7. **Building tenants and clients share the Loading Bay and Freight Elevator.** Exclusive bay or Elevator access is never guaranteed. **Please note vendors/suppliers will always share access. No one is allowed to leave their trucks parked in the loading bay during the event, they must remove their trucks from the Bay after unloading/ Loading.**
8. **No one is allowed to sit in or block the loading area.** This includes Union labor and event staff.
9. At the end of your event, MP requires someone from your team to walk through the venue with an MP Manager to inspect the room, floors, walls, fixtures, and any other area inside the event space, to ensure and confirm that there are no damages.
10. **Remove bulk trash items from the venue and place it on the dock at the end of a load out – do not leave any trash/garbage inside the facility.** If you think you might have an excessive amount of garbage, please order a dumpster from your coordinator.

RESPECT OUR NEIGHBORS!

11. **The sidewalk must be kept clear at all times and unobstructed—no staging, resting pallets, etc.** Semi-trailers should not park in front of a residential building to the west of the dock without a city permit UNLESS there is no room on the east side of the loading bay.
12. **No engine idling. No double parking. No shouting or horn-blowing except in an emergency.**
13. **Between the times of 6AM to 10PM, trucks and delivery vehicles must load and unload from inside the bay, directly at the loading dock inside the building, not outside the premises unless a street permit has been procured. Please arrange for truck size and length to be within proper parameters.**
14. **NO VINYL, LOW TAC DECAL OR STICKERS WILL BE PERMITTED ON ANY OF THE VENUE FLOORS**

IMPORTANT INFORMATION

1. Nothing flammable can be stored in the loading bay or curbside within 50 feet of the school and residential building on the uptown side of the street.
2. Propane-powered forklifts must park on 19th Street and have a valid Certificate of Fitness.
3. Forklifts left overnight must be curbside. **Lifts are not allowed to be left in the loading bay.**

I, as authorized representative of the below Organization, understand that Metropolitan Pavilion's house rules, as mentioned in the License Agreement Terms & Conditions, include but are not limited to the above loading guidelines that supplement or reiterate but do not replace or amend those in the Terms & Conditions. This document is executed simultaneously with and is made a part of the License Agreement. I understand the above guidelines and agree to communicate them to relevant vendors, exhibitors, and any other contracted parties who are loading and unloading for the below organization's event.

Name: _____ Organization: _____

Signature: _____ Date: _____

Load-In Date(s): _____ Load-Out Date(s): _____

Name(s) of Union Contractor(s) Loading In/Out: _____

Signature(s) of Union Contractor(s) Loading In/Out: _____