



**Exhibitor
 Unloading Request Form
 Thursday, February 1, 2018**

This form to be returned only if you require the hotel's loading dock for unloading.

Exhibitor Name: _____

Will your organization be traveling from the Vermont Farm Show? _____

If so, we will make accommodations to help you unload and access the Expo floor when you arrive.

For Exhibitors with equipment **weighing over 4000 pounds**, due to hotel restrictions, no large skid steers or full-size vehicles will be allowed on the Expo floor. All equipment must be able to pass through a maximum width of 9 ft. and clear a door opening that is 10 ft. tall. **You must provide the following information for each piece of equipment weighing over 4000 pounds you plan on bringing to the Expo:**

Model/Description	Weight (pounds)	Length (feet)	Width (feet)

If you need to change the equipment listed due to sale of other issue after sending in the form please contact us ASAP with adjustments so that we can have this information for the hotel to review PRIOR to you unloading your equipment.

Should we not have this information on file prior to the Expo, please be advised you may not be able to unload your equipment.

General Loading Dock Information: A ramp truck and outside forklift will be available Thursday, 2/1/18 starting at 8 a.m. to move equipment into the Expo; pallet jacks will then be utilized to move equipment onto the Expo floor. All equipment must be driven in by your staff or pulled in by hand with a pallet jack. Please plan to assist our load in volunteers with moving your equipment. The unloading crew will be as efficient as possible as safety is our top priority.

UNLOADING DOCK REQUEST TIME (please list your 1st, 2nd, and 3rd choices)

In order to efficiently handle unloading requests on the hotel dock, we respectfully ask that you schedule a time for unloading below. The time slots will be handed out on a first come, first serve basis. A second and third time preference is encouraged. Times are approximate but orderly.

8:00 AM – 8:30 AM _____	8:30 AM – 9:00 AM _____
9:00 AM – 9:30 AM _____	9:30 AM – 10:00 AM _____
10:00 AM – 10:30 AM _____	10:30 AM – 11:00 AM _____
11:00 AM – 11:30 AM _____	11:30 AM – 12:00 Noon _____
12:00 Noon – 12:30 PM _____	12:30 PM – 1:00 PM _____
1:00 PM – 1:30 PM _____	1:30 PM – 2:00 PM _____

If you cannot arrive before 2 p.m., please check here: _____

Primary Contact Name and Phone Number on Thursday, February 1, 2018:

If you will need to leave your trailer/truck in the rear lot of the Radisson, please let us know and advise the length of your trailer:

Please complete this page and fax by **Thursday, January 21, 2018** to (603)218-6455 (or send as .pdf to info@nhfarmandforestexpo.org). If you have any questions about the unloading process for heavy equipment, please contact our Exposition Manager, Tori Berube, at (603)231-1396. Unloading times will be confirmed to you by **Friday, January 29, 2018**.