Vendor Load-In & Load-Out

Vendors may NOT un-load from the front doors, West side portico or Dock #1. All load in and load out MUST be from Dock #2 ONLY.

- Dock #2
  Located under Union Station, to the NW corner behind Dock #1

To reach the Union Station Dock 2 coming from the South on Broadway

At intersection of Broadway / Pershing Road,
  turn left (east) onto Pershing Road,
  go to Grand Street (stoplight) and turn left (North)
  Proceed North on Grand to first stop light (OK Street) and turn left (West)
  Continue down ramp to second stop sign and turn right and follow to Dock 2.

Science City / Union Station,

Look for signage that hangs from above, for DOCK #2.

20 Minute Un-Loading Zone

Please unload vehicles at dock, and return to move vehicle to 4-level Parking Garage on West Side of Station.

Please place attached form on dash when parked in Dock 2.

Do not leave vehicle parked at dock or your vehicle will be towed.

DO NOT PARK OR BLOCK TWO PERSHING BUILDING LOADING DOCK or PARK IN RESERVED PARKING SPACES, OR YOUR VEHICLE WILL BE TOWED.
Freight Elevators

- Dock #2 (Elevator #19) Located under Union Station in the NW corner behind Dock #1
  - Weight capacity 8,000 lbs.
  - 8 ft 2.5 in wide x 11 ft 6 in long x 7 ft 10.5 in height

*Largest doorway into SFP is at North end of lunchroom- 8’ x 5” tall, 5’x1” wide.

Building Policies

Loading Docks and Parking Areas

1. **Smoking is not permitted** in any area of the Docks or around any dumpster area.
2. Dock 2 Usage is under the direction of Union Station staff and security, unauthorized vehicles will be ticketed and subject to towing at owner’s expense.
3. Trash containers/dumpsters and compactor will remain accessible on dock 1.
4. No parking is allowed in fire lanes, service streets, loading dock areas, or any other location posted “No Parking.” Unauthorized vehicles will be ticketed, removed or towed at the owner’s expense.
5. When two or more events require loading dock access, service providers, under the direction of the Facility Manager, will generally work out mutually agreeable dock utilization schedules. The decision of the Facility & Event Manager will prevail in cases of conflicts.
6. **No loading, unloading, or parking** is allowed on sidewalks, curbs or public entrances.
7. Trailers cannot be unhooked from vehicles on the docks while inside the building.
8. Dock 2 has a maximum unloading time of 20 minutes unless otherwise authorized by Union Station Management.
9. Blocking of garage door eye sensors and parking of metal items on truck door loops is not permitted.
10. No pallets, boxes, crates or other items are to be left on the dock and will be discarded immediately upon discovery.
11. **No carts or dollies are provided for unloading at the dock, vendors are responsible for providing these items if needed to transport.**

Freight

1. Escalators and passenger elevators are for use by the general public, and may not be blocked or used to transport equipment or freight.
2. Freight elevators are to be used for all freight and equipment movement.
3. Freight elevator is accessible from loading Dock #2.
   - Freight elevator weight capacity is 10,000 pounds.
   - Dimensions 8 ft 2.5 in wide x 11 ft 6 in long x 7 ft 10.5 in height
4. Vehicles (car, truck, van, SUV, etc.) are prohibited on freight elevators.
5. Limited crate storage is allowed with prior approval by Venue Coordinator.
6. No freight is to be set on the fire floor ports.
7. Union Station does not accept freight shipments for exhibitors or lessee. Freight must be consigned to the official event providers or lessee during the period.

Housekeeping during Move-in, Event, and Move-out

1. The Union Station cleaning personnel will clean pre-function areas, restrooms, and common areas.
2. During event times, Union Station Custodial Personnel will provide restroom cleaning and stocking and perform a post-event cleaning of the restrooms and perimeter areas of the hall.
3. During move-out, the client/vendors must remove any and all debris, pallets, cardboard and trash, left as a result of removal of decorations, banners, and signage. This also includes all cabling, and any other temporary apparatus installed for a specific show or event.
4. Recycling of aluminum, plastic, cardboard and paper is encouraged by all vendors, exhibitors and clients.
5. Bulky items or high trash events that require additional dumpster pulls will be charged to the client.
6. No carts or pallet jacks will be permitted on the historic marble floors of Union Station that do not have non marking white wheels. NO carts or pallet jacks with metal tires will be permitted on the floors. NO substitution carts will be provided.
7. No taping on the floors permitted in any area of Union Station.
8. Any equipment placed on the historic marble floors of Union Station, including but not limited to tables, chairs & furniture must have safety rubber plugs on the feet of each piece or equipment will not be permitted in the hall.
9. NO helium balloons are allowed inside of Union Station. No exceptions.
10. NO open flames.
11. Limited number of carts are available for rent at $75 each.