

## **Scotia Centre/HBC Loading Dock, Freight Elevator & Vendor Responsibilities**

~Access to the Hudson Event Space on the 6<sup>th</sup> floor through HBC loading dock is located at **723 2<sup>nd</sup> Street SW Centre (please see map below)**

~Loading dock access is accessible from 9:00am to 5:00pm, Monday through Friday. Outside these days and times, arrangements must be made with your event manager 5 business days prior to arrival. Your event manager will then make arrangements.

~Upon arrival, you must push the buzzer located on the left side of the doorway, and request entrance from 24 hour Security. Response may not be immediate, so please be patient. If you have issues, please call the numbers below:

**Store Security 403 462 3791**

**Hudson Event Manager Cell 403 483 4907**

### **GENERAL INFORMATION:**

- Maximum truck height allowance is 12 feet
- Loading Dock overhead door is 94" wide, by 94" high
- Freight Elevator is 167" wide x 114" deep x 121" High
- Max. Weight 8000lbs

~All carts / dollies are the responsibility of the vendor to provide. The Hudson does **not** guarantee that carts / dollies will be available at the loading dock at any time. If a cart / dolly are available it is to be returned to the loading dock immediately after use.

~At no point can vehicles remain in the loading dock door or general area. After items are unloaded / loaded from or onto a vehicle and is to be immediately moved.

~The loading dock services several different companies and can be quite busy during peak times / days. You may encounter a delay in being able to access a loading dock if it is occupied, so please ensure you follow all loading dock personnel instructions.

~All load-ins/outs are booked in 3-hour windows. It is the expectation that all vendors arrive/depart within the predetermined booking window. **\*\*Failure to arrive/depart during your booking window may result in additional charges, or refused access to the loading dock entirely\*\***

~Freight elevator is accessible from loading dock to the 6<sup>th</sup> floor for Hudson deliveries.

### **Vendor Responsibilities**

- **Please load all items into the freight elevator before accessing the 6<sup>th</sup> floor. This is imperative as the elevator is old and shouldn't be used for partial loads.**
- **All** items brought in to the venue is the responsibility of the vendor to set up and remove at the end of the event
- Boxes left behind must be broken down and taken to the recycle area, or additional charges may apply
- Balloons must be popped, and garbage must be taken to the disposal area, or additional charges may apply
- Flowers must be removed at the end of the evening, or additional charges may apply

