



LOADING DOCK, DROP-OFF & EQUIPMENT FORM

STADIUM ADDRESS: One East 161st Street, Bronx NY 10451

LOADING DOCK ACCESS: Jerome Ave and 164th Street next to Gate 2

This form must be returned to the Non-Baseball Events Dept a minimum of 5 business days prior to the event

LOAD-IN, EARLY ENTRY AND LOADING DOCK POLICY

Stadium Operations will determine the location for all deliveries, drop-off, load-in and load-out at Yankee Stadium, which may be one of the following: loading dock, Gate 2 or Yankee Stadium Lobby. Yankee Stadium Events shares a loading dock with the Yankee Stadium Operations; therefore, space must be booked with the dock in advance (***no less than 48 hours prior***) of your event to ensure that there will be adequate dock space and security staff scheduled to accommodate your delivery. Load-ins (e.g. lighting, sound, scenery, gift bags, flowers, rental items, etc) must be coordinated with your event coordinator or sales manager in advance. **Non-scheduled trucks or trucks that arrive at non-scheduled times may not be admitted or may result in additional fees.** There is **no** parking at the loading dock and vehicles may not be left unattended.

*** AFTER UNLOADING VEHICLES MUST BE MOVED IMMEDIATELY. NO VEHICLE MAY REMAIN IN THE LOADING DOCK AREA OR ON JERMONE AVENUE.**

Information required for all deliveries/pick-ups:

1. All staff names and a valid photo ID (With no exceptions, all personnel will be denied entry without a valid identification)
2. Size and type of truck
3. Vehicle information (make, model, license plate) and Driver Information
4. Name of the company making the delivery
5. Contents of truck and destination of materials within Yankee Stadium
6. **Requested** time of delivery and time frame of pickups – access to the loading dock is dependent on volume of activity in the dock; there may be a short delay
7. ***All vehicles must exit the loading dock immediately following load-in and load-out respectively.***

Loading Dock Access and Procedures

There is no address to the loading dock proper, but the entrance is on Jerome Avenue near the corner of 164th Street next to Gate 2. All vehicles may line up on Jerome Avenue, with engine shut off, **NO EARLIER THAN 15-MINUTES PRIOR TO THE DELIVERY WINDOW GIVEN** and prior to security clearance and admittance to the dock. All personnel must enter the Yankee Stadium Lobby and provide photo identification to lobby security. Please note, all personnel accessing the loading dock or stadium **MUST** be on the submitted loading dock form, with no exceptions. Please advise your drivers to arrive early to allow for unforeseen delays. Pursuant to approved drop-off location (e.g. loading dock, Gate 2, Yankee Stadium Lobby) given by Stadium Operations, the driver will be instructed when/where the drop-off will occur.

Drivers must provide hand trucks or flatbeds, the stadium does not provide these. Any motorized pallet jacks must be scheduled in advance and operated by Yankee Stadium Grounds Crew through Stadium Operations. For all large load-ins, all product, equipment and boxes **MUST** arrive on a pallet. Additional charges may apply.

Freight Elevator Car

Dimensions are 6'11" wide 12' long 7'10" high doorway. Weight capacity is 13,000 pounds. The freight elevator services the loading dock and 000, 250 and 300 levels only. The 100 level may be accessed via a ramp.



**Approved Drop-Off Location
(completed by NYY only):**

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EVENT NAME:		EVENT DATE:	
EVENT SPACE:		EVENT TIMING:	
COMPANY/VENDOR NAME:		LOAD IN DATE/TIME REQUESTED:	
		LOAD-IN DATE/TIME APPROVED (completed by NYY):	
		LOAD OUT DATE/TIME REQUESTED:	
COMPANY'S MAIN CONTACT NAME/#:		LOAD-OUT DATE/TIME APPROVED (completed by NYY):	
VEHICLE TYPE:		LICENSE PLATE #:	

NAMES OF PERSONNEL ON SITE INCLUDING ALL DRIVERS (all staff must have a photo ID):
Please specifically indicate (Y/N) which person(s) will remain on site throughout the duration of the event's set-up. All personnel authorized to enter the facility prior to gate opening, will be issued a credential which must be worn at all times.

1 - DRIVER	Name and Drivers License # Remain on Site – Yes or No	6	_____ Remain on Site – Yes or No
2	_____ Remain on Site – Yes or No	7	_____ Remain on Site – Yes or No
3	_____ Remain on Site – Yes or No	8	_____ Remain on Site – Yes or No
4	_____ Remain on Site – Yes or No	9	_____ Remain on Site – Yes or No
5	_____ Remain on Site – Yes or No	10	_____ Remain on Site – Yes or No

DESCRIPTION OF ITEMS REQUESTED TO ENTER STADIUM (Please note, depending upon the nature of the event, an Electrical Form may be required as well):

	QTY	ITEM	Indicate if it is: (1) On Wheels; (2) On a Pallet or (3) In a Crate	AV Requirements & Power Required Including total volts/amps by each unit	Indicate where this item is being set up in the building for power drop
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

SAMPLE

Stadium Series 2018
November 13, 2018
Suppliers Materials List

Company Name: [enter here](#)
Contact Name: [enter here](#)
Contact Phone Number: [enter here](#)

Stadium Series participants **MUST** pre-ship your event materials to Yankee Stadium prior to the event day. Each item must be listed on the loading dock form, submitted for review and approved in advance for entry prior to the event day. **Failure to do so could result in materials to not be permitted into the stadium on event day.**

Items on this Materials List must match exactly to the Loading Dock form submitted. Both Materials List and Loading Dock form must be submitted for approval by October 22, 2018.

1. 50 Ball point pens



2. 50 Brochures

