

Load In / Load out Policies and Procedures

Thank you for choosing the Omni Oklahoma City Hotel for your upcoming event! We look forward to hosting your group. To help facilitate your event, please note the following guidelines and responsibilities.

Policies and Procedures:

- The lobby/front drive is not an option
- After loading/unloading, all vehicles must be moved. Parking is limited at the hotel's parking lot (valet only) and fees are based upon the prevailing rates.
- We do not offer truck or bus parking on site
- It is the vendor's responsibility to load/unload and to provide transport equipment, such as hand carts or pallet jacks, to move the items
- Pallet jacks are not allowed on hotel carpet, no exceptions
- Carpeted areas anticipating heavy traffic should utilize carpet protectant (visqueen)
- Entrance to the loading dock is 16' high and 28' wide
- Dock height is 3'11" but has an adjustable dock plate up or down 12". Smaller box trucks should be equipped with a lift gate.
- Maximum allowed truck size is 53'. (Larger trucks or trailers will likely fit but might have difficulty reversing).
- Freight elevator doors are 9' (w) x 20'9" (l) x 9' (h) with a max load capacity of 8,000 lbs
- Load in/out is limited to 2 hours. If additional time is needed, please consult your Convention Services/Catering Manager
- 405-438-6432 is the Shipping/Receiving Department's direct telephone number
- 405-438-6500 is the Omni OKC's direct telephone number

Access Point:

The Loading Dock is on the Northeast side of the hotel, across from the City Parking Garage.



OMNI  HOTELS & RESORTS
oklahoma city

Agreement:

By signing this document, you agree to abide by the guidelines set forth in this document. Any violations of these policies will result in additional charges. You are responsible for any city or local fines levied against the hotel due to your transgression of these procedures.

Company Name: _____

Name: _____

On behalf of Company

Signature: _____

Phone: _____

Event Name: _____

Date: _____

Requested Load-In Date and Time: _____

Requested Load-Out Date and Time: _____

Convention Services/Catering Manager: _____

Date: _____

This completed form, along with a valid Certificate of Insurance (COI), must be returned to the hotel no later than 5 business days prior to your requested Load-In.