



## CONVENTION CENTER DOCK ACCESS POLICY

To secure loading dock space and provide a safe working environment for all parties working in and around the convention center loading docks. The security loading dock gates are located at the convention center loading dock entrances off Russell Road, Frank Sinatra Road, the Upper West Dock and the Upper South Dock.

### **Access & Credentials:**

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A list of all vendors requiring dock access at any time, for any length of time, must be sent to your Convention Services Manager/Catering Manager/Executive Meeting Manager no later than ten (10) days prior to the initial load-in date. Please include photo of credential/vendor badges.

### **Vehicle Inspection:**

All vehicles that enter the Mandalay Bay Convention Center Loading Dock venue may be inspected before being granted access.

### **Upper Docks (Upper South and Upper West):**

Load-in/out using the upper docks (South and West) requires a minimum of three (3) security officers per upper dock location.

- No staging/parking of any kind in the loading docks. Exceptions must be approved in advance through the CSM, EMM or CM and Mandalay Bay Security and vehicles must have a parking/runner pass displayed in the window.

### **Lower Docks (West, South and South East):**

Load-in/out using the lower docks (West and South) requires a minimum of two (2) security officers per dock location. Load-In/ Load-Out using docks at Bayside E & F (Southeast) requires a minimum of three (3) security officers at this location.

- No staging/parking of any kind in the loading docks. Exceptions must be approved in advance through the CSM, EMM or CM and Mandalay Bay Security and vehicles must have a parking/runner pass displayed in the window.

### **North Convention Docks:**

Load-in/out using the NCC docks (located next to the Arena) requires a minimum of two (2) security officers.

- No staging/parking of any kind in the loading docks. Exceptions must be approved in advance through the CSM, EMM or CM and Mandalay Bay Security and vehicles must have a parking/runner pass displayed in the window.

**Overnight Access (outside of scheduled dock security hours):**

Should a vendor need access to docks outside of the confirmed dock security schedule, the following will be required, and all vehicles are still subject to inspection as noted above.

- All unscheduled or pop-up deliveries will need to access dock security via the Russell entrance.
- Contact Convention Security dispatch at 702-632-7989
- Provide convention name and details of delivery (Drive name, vendor company, hall location, type of delivery)
- Additional charges may apply.

**Maximum number of trucks/trailers at any time allowed on the docks or inside the hall:**

- South lower loading dock - 10 & Inside Bayside CD - 10
- South upper loading dock - 8 & Inside Shoreline – 8
- South East loading dock - 4 & Inside Bayside EF - 10
- West lower loading dock - 8 & Inside Bayside AB - 8
- West upper loading dock - 8 & No inside locations
- North Convention Center loading dock - 4 & No inside Access – Do not block breezeway

**Safety:**

- The Bayside docks must always have a continuous 24 ft. wide path for emergency vehicles, no exceptions.
- All emergency areas (yellow painted hashed out areas), red curbs and exit doors will always be kept clear, no exceptions.
- All vehicle entrances and exits must be kept clear of vehicles and equipment.
- Fire exit doors may not be blocked, propped open or obstructed in any way at any time.
- Dock roll-up doors must remain closed when not in use.

**Vendor Policies & Parking:**

- All vendors must return the signed vendor policies to their Convention Services Manager, Catering Manager or Executive Meetings Manager.
- Effective September 1, 2019, the designated parking areas for vendor parking is the South Convention Center parking garage or floors 2-4 in the main Mandalay Bay parking garage.