



# Office of General Services

**Empire State Plaza Convention Center**  
 Concourse, Room 120  
 Empire State Plaza  
 Albany, NY 12242  
 Phone: 518-486-2772 Fax: 518-473-2190  
[convention.center@ogs.ny.gov](mailto:convention.center@ogs.ny.gov)  
[empirestateplaza.ny.gov](http://empirestateplaza.ny.gov)

## Exhibitor Entry Form

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. **All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking.** Vehicles attempting entry without prior authorization will NOT be allowed access. **48 hours notice is required. Failure to comply with this policy may result in a fee to you or your organization. If your company has more than one driver, please submit additional forms.** Please return this form to the Convention Center Coordinator via email, fax or mail at:

Convention Center Coordinator | Fax: 518-473-2190

**Empire State Plaza Convention Center**  
 Concourse, Room 120  
 Empire State Plaza  
 Albany, NY 12242

**PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY  
 THIS FORM MAY NOT BE ALTERED - THANK YOU FOR YOUR COOPERATION**

Event Name		Event Date(s)	
Show Coordinator		Phone	
Exhibitor Business Name		Phone	
Exhibitor Email			
Delivery Company Name		Phone	
Description of Freight			
Date of Delivery		Delivery Time	
Return Pickup Date		Pickup Time	
<b>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</b>			
Driver's Name		Driver's Cell Phone	
Driver's License ID Number	Driver State of Origin	Vehicle Plate Number	State of Vehicle Registration
Trailer Plate Number (if applicable)	State of Trailer Registration	Is your vehicle over 6'6" in height? Yes      No	