

Pontchartrain Center Load-In Information

Access:

- There are 4 main load-in locations.
- 1. Main Entrance (North side of the facility Doors 1-12). There is also 1 large sliding glass door (18ftx18ft) that can be opened for vehicle entry into the facility. This area is our main access to the building. The drive lanes must remain unblocked for thru traffic no exceptions! The load-in area for parked vehicles is the drive lane closest to the building. Do Not block the handicapped ramps that are marked in blue.
- 2. Loading Dock A (South side of the facility). This area has one access ramp with 1 overhead garage door (17ftx17ft) that leads into Hall A. There are also 3 available dock spots for semi-trucks.
- 3. Loading Dock C (South East corner of the facility). There is 1 overhead garage door (18ftx14ft) and area leads to Hall C.
- 4. Meeting Room 1 (North West corner of the facility). There is 1 overhead garage door (9ftx8ft) that leads directly into Meeting Room 1.

Equipment:

- Upon availability:
 1. 3 flat carts
 2. 1 forklift (rental required).
- It is recommended that vendors and clients provide their own flat carts as to not rely on the availability of the facilities carts.

Other Notes:

- All move-in locations are subject to change per event needs.
- Each event has its own dedicated load-in space. Please be courteous of all other ongoing events, vendors, and clients while moving in and out of the facility.
- All fire safety codes must be observed while on site at all times.