



LOAD IN-LOAD OUT REQUEST
VENDOR

EVENT INFORMATION:					
GROUP NAME:		CFHLA			
BOOKING ID:					
EVENT DATE(S):		Monday, August 3, 2026 - Tuesday, August 4, 2026			
CATERING MANAGER:		Valerie Martinez			
TODAY'S DATE:		COMPANY NAME:			
GROUP CONTACT:	Kim Gordon	TELEPHONE:	407-313-5040	CELL:	407-729-5116
ON SITE CONTACT:		TELEPHONE:		CELL:	
MEETING ROOM NAME:	Sebastian Ballroom				
ITEMS BEING PROVIDED					

MOVE IN/OUT INFORMATION:					
- All outside vendors must check-in with Security daily at their designated loading dock. - Vendors must be in company uniform and/or name tags on hotel property					
MOVE IN DAY:	August 3, 2026	START TIME:	1:00pm	END TIME:	6:00pm
MOVE IN WALK THROUGH DATE/TIME		*A Walk Through needs to be scheduled prior to the move in start time. Under no circumstances can a group begin the move in process without conducting a walk through of the contracted space with the Events Manager*			
MOVE OUT DAY:	August 4, 2026	START TIME:	3:00pm	END TIME:	6:00pm
MOVE OUT WALK THROUGH DATE/TIME		*A final Walk Through with the Events Manager must be completed prior to Production Company leaving property*			
WILL THERE BE A NEED FOR A FIRE WATCH:	☐ Yes: DATE & TIME: _____ ☐ NO				
POLY-TAK SUPPLIED BY:	☐ Hotel ☐ Production Company ☐ Not Applicable				
If the hotel is to provide the POLY-TAK the following charges will be applied to the Group's Master Account POLY-TAK ROLL (1000 sq ft) \$550.00 Per Roll SERVICE FEE \$300.00 Additional charges will apply after the 3 rd Roll					

<i>Absolutely No Parking is permitted on the Gatlin or Panzacola/Sebastian Loading Dock or along the Sebastian Panzacola Curb. Vendors must complete the unloading of their vehicle, park their vehicle in the Employee Parking Lot, then continue to Load into events Ballroom. All Load in Load out must be back of house on the appropriate loading dock.</i>			
VEHICLE TYPE		TAG #	

**PLEASE EMAIL BACK COMPLETED DOCUMENT TO THE CATERING MANAGER
AND KEEP A COPY IN THE VEHICLE THAT WILL BE ON PROPERTY FOR EVENT LOAD IN/OUT**