



121 WEST TRADE

LOADING DOCK RULES AND REGULATIONS

(Enter dock from Fourth Street.)

The loading dock area of the building located at 121 West Trade Street also services the building directly adjacent which is located at 112 South Tryon Street. In addition, this dock is reserved during the hours of 8:00 am to 9:00 am as well as from 2:00 pm to 3:00 pm each day for exclusive deliveries to the Charlotte City Club. During reserved times, the Dock Master will allow placement of vehicles onto *available* space for 30 (thirty) minutes maximum.

Each vehicle parking in the loading dock is limited to 30 (thirty) minutes and to a vehicle length of 24 (twenty-four) feet maximum. This time limit is strictly enforced -- VEHICLES WILL BE TOWED. In addition, due to the limited space and configuration of this dock area, the driver may be required to move or reposition his/her vehicle to permit another one to access or leave the dock. ANYONE parking his/her vehicle at this dock and leaving to service a building *other* than 121 West Trade Street or 112 South Tryon Street will be towed – NO EXCEPTIONS.

Each vendor may request and reserve after-hours loading dock time for necessary extended service time. These after-hours request forms may be obtained from the Property Management Office or on the website at www.121westtrade.com. Note: After-hours is defined as between 6:00 pm and 6:30 am, Monday through Friday, and around the clock (24 hours a day) on weekends and holidays.

Also, each vendor, contractor, subcontractor, delivery person, or supplier must, *prior to admittance into the building*, be issued a numbered "Vendor/Contractor Badge" by Security (at the Security console in the lobby on first floor). A valid photo I.D. must be presented in exchange for this badge. The I.D. will be returned when the badge is turned in at the end of your visit. The badges must be worn and visibly displayed AT ALL TIMES. Repeat violations by any particular vendor will be dealt with via suspension of that individual's access to this building.

(When there are more than two vendor/contractors of the same company on site, the supervisor/lead person may request issuance of badges for the total group. The supervisor/lead person must present a valid photo I.D. along with a list of all names of the crew.)

The Dock Master is responsible for the operation of this dock area ensuring that each vendor has an opportunity to service its customers in a fair and equitable manner. The Dock Master will investigate accidents and altercations occurring within this area. An Incident Report will be written up stating all details. Upon review, the party or parties involved may be banned from this site permanently. This will be handled on a case-by-case basis.

Thank you for your cooperation in this matter of security at 121 West Trade.