



NYS Office of General Services

Serving New York

DELIVERY REQUEST FORM

Convention Center

New York State Office of General Services
The Governor Nelson A. Rockefeller Empire State Plaza
Concourse Level
Albany, NY 12242

Dean Bennison

dean.bennison@ogs.state.ny.us

Phone (518) 408-1009

Fax (518) 408-1838

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.** Please return this form via email, fax or to the address shown above. Please direct all questions to Dean Bennison.

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

Event Name:	Event Date(s):
Exhibitor Business Name:	Phone No.
Delivery Company Name:	Phone No.
Description of Freight:	
Date of Delivery:	Delivery Time:
Return Pickup Date:	Pickup Time:
Event Coordinator:	Phone No.

EXACTLY AS IT APPEARS ON DRIVER'S LICENSE

Driver's Name:	
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: