

Vendor Instructions

Due to safety and security concerns, all vendors must unload all of their displays, giveaways, and materials at the Talking Stick Resort Loading Dock. Please note: Talking Stick Resort bellman are not allowed to provide service to the meeting space and will instruct you to go to the Talking Stick Resort Loading Dock. If you can physically carry your materials yourself (without the use of a cart or luggage mover) you may use the main resort doors. The following information will make your unloading process easier.

Loading Dock:

The Resort loading dock is open for unloading access from **6:00 am – 5:00pm Monday-Saturday**. Dock access prior to or after these times requires special arrangements and must be booked in advance. Labor fees will apply.

Vendors are limited to the use of one loading bay and may have to wait for a co-vendor to unload.

(Note: Vendors must wear visitor badges at all times when they are 'in the back of house'. A valid state ID is required and badges will be issued by the Security Department.

PLEASE FILL OUT AND RETURN THE FORM ATTACHED TO GET A BADGE

Obtaining a Badge:

The badge will be waiting for you at the loading dock. Please have your ID ready and make sure the name on your ID matches the name you provided on the attached form.

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Unloading Assistance

If you require extra assistance in unloading your equipment, please include this request in the email containing your badge information. Please note: Talking Stick Resort will be happy to provide unloading assistance based on availability. (Gratuities for provided assistance are at the vendors discretion.) Ultimately, it is the vendor's responsibility to make sure they can handle their own materials.

Directions to the Dock:

Take East Talking Stick Way from the 101. Pass the Main Entrance to the Casino/Talking Stick Resort. Just after the Police Station, on the (North/Left) Side of Talking Stick Way Road, you will see the sign for the Loading Dock. **Look for the 3-bay structure**. Follow the driveway back to the dock. Please note: Once unloaded you will need to move your car to a guest parking area.



East Talking Stick Way

Main Entrance

Police Station

Dock is 3-Bay Structure

Dock Driveway