

## Move-In / Move-Out Procedure

### **Attention: Contractors/Vendors/Guests**

The Duke Energy Center has implemented the following procedures for Move In and Move Out to insure a successful event for everyone:

#### **MOVE IN PROCEDURE:**

1. Wait for the Security Officer to assign a dock space.
2. Unload equipment/items onto the dock.
3. Remove your vehicle from the dock.
4. Once your vehicle is removed from the dock – take the items to your job site.
5. Do not leave your vehicle unattended.
6. Unattended vehicles will be towed at the owner's expense.

#### **MOVE OUT PROCEDURE:**

1. All items must be on the dock, ready to load, prior to your vehicle being admitted to the dock.
2. Inform the Security Officer that you are ready to load. They will assign you a dock space.
3. Load items.
4. Remove your vehicle from the dock.
5. Do not leave your vehicle unattended.
6. Unattended vehicles will be towed at the owner's expense.

If you are concerned about leaving your items on the dock, we recommend bringing a partner on move in/out days.

Thank you.