

Vendor Load-In

Load-In Location & Access

- All vendors must load in through the designated loading dock or circle lot door - not the main guest entrance.
- Venue Address for GPS: 9221 SE Event Center Place, Port St. Lucie, FL **(Loading Dock Entrance)**
- See attached Load-In Map for exact location and traffic flow.
- Loading dock height clearance: 12 ft / 12 ft.
- Vehicles may not be left unattended in the loading dock. Once unloaded, please move to designated parking.

Venue Rules

- Do not block fire lanes, emergency exits, or other vehicles.
- Access is limited to contracted event spaces. Staff offices, the kitchen, and any unassigned rooms must remain closed to vendors.

- Use floor protection (mats, runners, or felt pads) when moving heavy equipment.
- All cords must be taped down or covered to prevent trip hazards.

Equipment & Services

- Dollies and carts are available on a first-come, first-served basis.
- Electrical access: standard 110V outlets available; higher voltage requires advance notice.
- Free Wi-Fi available – MIDFLORIDA Free-Wifi
- Electrical service — including extension cords and outlets — is available for an additional fee and must be arranged in advance.
- Gaffer tape and unloading assistance can also be provided for an additional charge.

