

FACILITY CHECKLIST

- Loading dock with pallet jack and/or fork lift
(If not available at Packing Site--find a business that can handle offloading and storage)
 Needed 3 weeks before event:
 - Ship-to address for supplies
 - Contact name and phone number
 - Receiving hours--4 hour minimum window

- Ability to store pallets for up to 1 week

- 6' wide path from dock to event space

- 120V Electric outlets to handle heat sealers. Amp draw per sealer = 4.1

- Location for showing DVD, with capacity to fit 1/2 of shift quantity

- Ability to hang KAH banners and space to display photos