# Hotels, unions and load-in rules

04 · Venues · about 10 minutes

Downtown hotels and convention centres have union load-in, drayage, exclusive AV and dock schedules. Budget for them or be surprised.

## Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

## Work through the objectives

### 1. Plan load-in at a union venue

### 2. Budget drayage and exclusive AV

### 3. Book dock time and elevators

## Apply it: three decisions for your event

| DECISION | WHAT YOU CHOSE AND WHY | OWNER / BY WHEN |
|---|---|---|

## Check your understanding

Drayage is

Exclusive in-house AV usually means

Answers are on the lesson page after you take the quiz.

## One line to remember