



## **SECURITY GUIDELINES**

### **Event Policies:**

1. All persons entering the corridors or service level of the Mall or in the Mall between the hours of 12 a.m. – 7 a.m., must get a Mall of America issued vendor badge from the loading dock (see loading dock procedure #2).
2. Event set-up and tear down must be done during non-Mall hours. Special holiday or summer hours may apply. Ask your event coordinator for your set up time. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.
3. All event equipment must be transported through the loading dock. Carts are not permitted through the public entrances of the Mall.
4. Vehicles may not park or stop on the ring road for deliveries at any time.
5. To assure the safety of all guests, visitors and tenants, MOA has installed a new policy for leaving unattended items overnight. When leaving boxes or materials unattended overnight, you will be responsible for filling out a "Request for Leaving Unattended Items" sheet. This sheet will be given to the MOA security and K-9 teams to protect against someone with bad intentions trying to carry out a harmful act. Your event coordinator will provide you with this sheet.

### **Loading Dock Procedure:**

1. All deliveries to the Mall must go through the loading dock. Deliveries are not allowed through the public entrances to the Mall. All vehicles entering the loading dock must first be inspected at the Gate 6 inspection point. A map and directions are below.
2. Once at the loading dock, all persons in your vehicle must check in at the loading dock office with a current driver's license or state issued ID card. Other forms of identification will not be accepted. At loading dock check-in, you will fill out a vendor access form with your driver's license or ID card. Your driver's license or ID card will be given back upon return of your vendor badge.
3. Vendor badge must be visible on your person at all times during the installation of your event.

### **Directions to Gate 6 inspection point:**

From Interstate 494.

- Take the 24<sup>th</sup> Avenue exit to Mall of America and turn south towards the Mall. Go through 82<sup>nd</sup> Street stoplight and merge into the Security Checkpoint line on your right. This will be the second entrance in the East Parking Ramp. An officer will approach your vehicle to assist you. You will need to show the letter of permission provided by your event coordinator to be allowed through to the loading dock.



**MAP**

