

Philadelphia/South Jersey Loading Instructions



2321 Industrial Way
Vineland, NJ
856-285-2795

Mon-Friday – 8am-8pm
Sat: 8am-noon

Formerly: Lucca/Agromerchants

Notes for Classic Harvest Hired Trucks:

Appointment Desk Open
mon-fri 8am-7pm, sat 8am-noon
change effective June 9, 2023

• Shipping Hours

- Mon-Friday – 800am-800pm ~ Appointments Required*
- Sat: 800am-noon ~ Appointment ONLY

• Appointments **REQUIRED**- Make appointments **early ...don't wait**

- Schedule via email to: vinelandscheduling@americold.com
 - Do NOT cc any @classicharvest people with routine requests
 - Response time is 60 minutes or less during business hours
 - 60 minutes and no reply - CALL for assistance
 - 2 hours and no reply email: NJOutBounds@classicharvest.com for assistance
- **5 or less pallets** no appointment needed. Will be worked into the “express door”
 - “FIVE pallets, not Six. *Policy change effective 5/14/23*
 - Multiple orders on same truck – you need an appointment

• SAME DAY

- **SAME DAY APPOINTMENT FEE OF \$160.00** - *Policy Change Effective June 5, 2023*
 - *Trucks might be being loaded, but they made their appointments!*
- **Appts made after 4pm for next day subject to \$160 same day fee** *Policy Change Effective June 15, 2023*

• Arriving

- If running late for a scheduled appointment
 - Call the office 856-285-2795 or email vinelandscheduling@americold.com
 - there is NO grace window – Just Be early, be safe
 - Calling does not negate fines
- Be prepared to provide ALL pickup details, name, contact information etc
- Track your times – Classic Harvest has limited access to gate in times
 - Note – CH order information transmitted to Americold when order is booked but you still must provide complete info to avoid a fine

Loading:

- **“LOADING INSTRUCTIONS” form must be completed and signed by driver. EXAMPLE ATTACHED**
 - **Drivers who do not complete form correctly will front loaded**
 - **You will be off balance on axles!**
 - **Trucks returning for placement correction will be charged \$500-\$1200.**
- Driver is encouraged to stand by their trailer on the dock while being loaded. (Safety vests are required)

• Fines and policies vary by shipper!

- Every shipper may have a different pricing schedule or varied policies
 - DO NOT plan on information here applying to other shippers loads..
 - Americold does not publish a fine/fee schedule.
 - If the driver asks for a comp check – its up to you to call and figure out why they need it



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Loading Instructions form - Example

| | | | | |
|--|---|---|--|--|
| Loading Instructions Order #: | | | | |
| <p>DECLARATION OF NON-LIABILITY</p> <p>***All truck drivers are responsible for their own loads and therefore must provide directions on the loading specifications. All trucks will be loaded to the specs directed by the driver on this form. Americold will not be held responsible for any load issues including but not limited to the securing of Load Locks and/ or weight distribution. After completing and signing this form, any needed/ requested adjustment to the load involving the physical movement of any pallets will incur a fee (each pallet) to be paid before any adjustments will be made. ***</p> | | | | |
| <p>Select your load style (Below)</p> | | | | |
| | | | | |
| <p>Straight</p> <input checked="" type="checkbox"/> | <p>Turned</p> <input type="checkbox"/> | <p>Pinwheel</p> <input type="checkbox"/> | <p>Distributing Weight</p> <input type="checkbox"/> | |
| <p>Would you like to purchase airbags/filters to help secure the load?</p> <p>Yes No</p> | | | | |
| <p>Additional Notes/ Direction from driver:</p> | | | | |
| | | | | <p>Draw the desired placement of the pallet on your truck. Each Pallet Should be represented with.</p> |
| <p>*Did the driver come to the dock to watch this load?(Circle one): YES NO</p> | | | | |

Americold Associates Signature:

Driver Signature: Date: _____

