



2321 INDUSTRIAL WAY

VINELAND, NJ 08360

856-285-2795

CARRIER EXPECTATIONS INBOUNDS

- All carriers are encouraged to schedule inbound appointments via email to vinlandscheduling@americold.com
- If unable to schedule a delivery appointment carrier will be a “fit-in” if possible
- All carriers are to check in with the gate guard upon arrival.
- When delivering to AMC Vineland driver is to come inside with all paperwork and sign in at the window closest to the dock next to door 30.
- Once offloading is complete carrier is to check out at the window closest to the dock next to door 30.
- Saturday is an appointment only day for receiving, NO EXCEPTIONS

CARRIER EXPECTATIONS OUTBOUNDS

- All carriers are encouraged to schedule outbound appointments via email to vinlandscheduling@americold.com
- If a pickup number is invalid or missing info from customer as of 8am the same day the appt may be deleted.
- If multiple appointments are made for one order the latest appointment will stand and all others will be deleted.
- If unable to schedule an appointment carrier may call to request to be fit in. (fees will apply)
- If the order is 5 or less pallets carrier may come in without an appt. and be worked into the “express door”.
- If running late for a scheduled appointment, please call the office 856-285-2795 or email vinlandscheduling@americold.com (fees will apply)
- All carriers are to check in with the gate guard upon arrival. Be prepared to provide pickup details, name, contact information etc.
- Once checked in with the gate guard, the driver will be expected to wait in his/her truck until assigned a door.
- After an “LTO” is assigned to the load the driver will be required to complete & sign a “LOADING INSTRUCTIONS” form. **Driver needs to provide trailer temp required.**
- All drivers are encouraged to stand by their trailer on the dock while being loaded. **(Safety vests are required)**
- Upon completion of being loaded driver must come in the office labeled “OUTBOUND SIGN OUT” by door 30.

Philadelphia/South Jersey Loading Instructions



Appointment Desk Open
mon-fri 8am-7pm, sat 8am-noon

2321 Industrial Way
Vineland, NJ
856-285-2796
Formerly:
Lucca/Agromerchants
Mon-Friday – 8am-8pm
Sat: 8am-noon

Notes for Classic Harvest Hired Trucks:

• 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

• Arriving

- If running late for a scheduled appointment
 - Call the office 856-285-2796 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

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 – it's up to you to call and figure out why they need it





2321 Industrial Way
 Vineland, NJ
 856-285-7965
 Formerly: Lucca/Agromerchants

Loading Instructions form - Example

Loading Instructions Order #:			
<p style="text-align: center;">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>		<div style="text-align: center;">↖</div> <div style="text-align: center;">x x</div> <div style="text-align: center;">x</div> <div style="text-align: center;">x x</div> <div style="text-align: center;">x x</div>	
Select your load style (Below)			
<input checked="" type="checkbox"/> Straight	<input type="checkbox"/> Turned		<input type="checkbox"/> Pinwheel
<p style="text-align: center;">Would you like to purchase airbags/filters to help secure the load?</p> <p style="text-align: center;">Yes No</p>			
Additional Notes/ Direction from driver:		Draw the desired placement of the pallet on your truck. Each Pallet Should be represented with.	
<p style="text-align: center;">*Did the driver come to the dock to watch this load?(Circle one): YES NO</p>			

Americold Associates Signature:

Driver Signature: Date: _____

