

# VISITOR ACCESS INSTRUCTIONS

## Visitor Sign-in:

- Any Visitors, Contractors and Vendors using the loading dock and entering property must sign-in and out with the Security Operations Center Officer before being authorized to perform work of any type inside the hotel.
- Visitors accessing the Loading Dock/Receiving Department area do not need to sign-in with the Security Operations Center Officer.
- Visitors, Contractors and Vendors who will be conducting business on property will be issued a Visitor Badge that must always be worn while on property.
- All Visitors must have a valid Government Issued photo ID to receive a visitor badge. Visitors who need a hotel key to perform their duties must leave a Government Issued photo ID or their personal vehicle keys with the Security Operations Center in exchange for the assigned hotel keys.

## Loading Access:

1. Enter property by using the side entrance on Katella Ave (located right before the building)
2. Following the "Deliveries" signage, use the roundabout to make a left turn and you will come to a gate
3. Press the button to call for security
  - Identify yourself and the reason for your visit, please be sure to mention your Catering/Event Manager to Security for prompt assistance
4. Security will open the gate
5. Register with security, located on the ground level of the parking structure, before unloading
6. Use rolling door behind the building to unload
7. Security will contact your Catering/Event Manager who will assist with accessing the designated location
8. After unloading, park in the parking structure



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