

To: All Commercial Bus Carriers

The organizer for the event for which you are carrying has filed a bus parking agreement with the City of Albany that has initiated a waiver. This waiver is allowing you to off-load and on-load passengers on designated city streets. The stipulations of this waiver require strict parking regulations to be complied with. Please review the attached City of Albany General City Ordinances for a more detailed explanation.

Once your bus has been offloaded, you will be directed to a nearby parking area in Lincoln Park. Upon arrival, you will check in with the officer assigned to the Lincoln Park parking detail. You will inform the officer of your estimated pick-up time, and he will direct you where to park. Once parked, your bus will not be moved again until shortly before your pick-up time, and under the direction of the Parking Officer assigned to Lincoln Park. Please be back at your bus ½ hour prior to your pick-up time. The officer assigned to Lincoln Park will sign this sheet below, which will serve as notification that all ordinances have been complied with. Buses arriving on Madison Ave for on-load will present this sheet as proof of compliance. Any bus arriving on Madison Av for on-load without this signed sheet will be directed to the Bus Terminal for pickup.

Carrier:	Bus #:

