



Sunnyside Farms & Safeway Fresh Foods

Effective Monday, 09/28/2020

Hours of Operation:

Monday through Saturday 4am to Gate Time @ 8:00pm

Produce items will be received from 4 am to 12 noon

Non-Produce items will be received 12 noon to 8 pm

Scheduling:

All appointments are to be scheduled by e-mail using the shippingreceiving@safewaygroup.net address.

All appointment requests must be received by 2pm the day before.

Rules and Regulations

- When checking in at the guard house, carriers will need to have the following information available in an effort to expedite the check in process:
 - Name of Account
 - Purchase Order Number / Sales Order Number that was provided when appointment was scheduled
 - Commodity and case count
- All drivers are required to keep the refer units running (if applicable) while waiting and during unloading process.
- Trailer seals must be removed by a warehouse associate.
- Upon arrival, drivers will be assigned a dock door or sent to the holding area until a door is available.
- Drivers are not permitted inside the facility and should remain in their truck while on the premises.
- Trucks that are more than 15 minutes late forfeit their appointment time and may be considered a “fit-in”.
- Trucks that check in after Gate Time will be charged an overtime fee of \$350.00. Fees are payable at the time of delivery.
- Pallet restacking fee is \$25 per pallet.
- Cash or COM checks are an acceptable form of payment for any fees.