

## **INSTRUCTIONS FOR PORT OF LONG BEACH DRAYAGE SERVICES CONCESSION APPLICATION**

Under the Port of Long Beach's Clean Trucks Program, Licensed Motor Carriers (LMCs) need to obtain a Port-approved Drayage Services Concession to provide drayage services at the Port of Long Beach. Beginning October 1, 2008, only trucks operating for LMCs with a Port-approved concession will be allowed to enter Port terminals. LMCs who wish to apply for a five-year concession should review the Port's Concession Agreement at [www.polb.com/cleantrucks](http://www.polb.com/cleantrucks). The concession approval process is expected to take at least 30 days. LMCs planning to provide drayage services at the Port of Long Beach on October 1, 2008 are encouraged to submit their Concession Application no later than September 1, 2008 to allow time for processing.

To apply for a concession:

- Complete, sign and submit the Concession Application, along with a \$250 application fee (if paying by check, make it payable to the Port of Long Beach and marked "Concession Application Fee"), to:

Clean Trucks Program  
Attn: Finance Division  
Port of Long Beach  
925 Harbor Plaza  
Long Beach, CA 90802

- Register drayage trucks in the Port's Internet-based Drayage Truck Registry (DTR), which will be available shortly. Once the Port approves your concession, complete the DTR registration by submitting an annual registration fee of \$100 per truck.

Only trucks registered in the DTR will be allowed entry into Port terminals beginning October 1, 2008. Beginning October 1, 2008, the Port will not allow model year 1988 and older trucks onto its property, so concessionaires should not register these older vehicles.

- Register all drivers, whether employee drivers or independent owner operators, in the Port's Internet-based Driver Registry, which will be available shortly.
- After the Port notifies you that it has verified the application information and confirmed that you meet the concession requirements, print two copies of the Concession Agreement and have the copies signed by an owner or authorized officer of your LMC. Send the two signed copies of the Concession Agreement to:

Clean Trucks Program  
Attn: Concessions and Grants Administrator  
Port of Long Beach  
925 Harbor Plaza  
Long Beach, CA 90802

- The concession will be formally approved and fully effective on the date the Concession Agreement is signed by the Port. A fully executed copy of the Concession Agreement will be returned to the concessionaire at the address on the application.

**Port of Long Beach  
Clean Trucks Program  
Concession Application Form A – Applicant Information**

Please complete the following information about the company applying for the concession. Information on this form must reflect the legal entity that will execute the concession contract. **Completion of this application does not guarantee award of a concession.** All fields must be completed before the application can be processed.

**Company**  
 Legal Company Name: \_\_\_\_\_  
 DBA (if any): \_\_\_\_\_  
 Company Type (check one):  
 Corporation     LLC     Partnership     Sole Proprietorship     LLP  
 Standard Carrier Alpha Code (SCAC):

**Mailing Address**  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State:   Zip Code:

**Contacts**  
Executive Contact  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone Number: (    )    -      
 FAX Number: (    )    -      
 Email (Required): \_\_\_\_\_

Secondary Contact  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone Number: (    )    -      
 FAX Number: (    )    -      
 Email (if available): \_\_\_\_\_

**Port of Long Beach  
Clean Trucks Program  
Concession Application Form B – Additional Information**

Please complete the following information for the entire company covered by the concession. This may include multiple yards and/or company locations. Do not include information from subsidiaries or other related business entities that will not be a party to the concession agreement. All fields must be completed before the application can be processed.

Tax ID number:

CA Number:        USDOT Number:

FMCSA Operating Authority Number:  MC  FF  MX

Did you obtain your operating authority prior to June 1, 2008?  Yes  No

Approval of a Concession Agreement is dependent on the applicant's ability to provide proof of insurance on Port of Long Beach forms for Automobile Liability and Workers' Compensation. The forms are available in Schedule 3, Exhibits 3-A and 3B, of the Concession Agreement. The forms are also available at the following web addresses:

Automobile Liability <http://www.polb.com/civica/filebank/blobdload.asp?BlobID=3319>

Workers' Compensation <http://www.polb.com/civica/filebank/blobdload.asp?BlobID=3326>

For the amounts of insurance required and the acceptability of insurance companies, see Schedule 3 of the Concession Agreement available at [www.polb.com/cleantrucks](http://www.polb.com/cleantrucks).

**Port of Long Beach  
Clean Trucks Program  
Concession Application Form C – Financial Viability Demonstration**

**NOTE: THIS SECTION IS ONLY APPLICABLE TO MOTOR CARRIERS THAT  
OBTAINED THEIR OPERATING AUTHORITY AFTER JUNE 1, 2008.**

Publicly listed companies must submit most current annual report, most recent quarterly filings with SEC, and disclose any pending or current legal actions against the company. The Port has the right to request Dunn & Bradstreet or other credit bureau reports deemed necessary. Private enterprises must submit a proxy balance sheet and income statement. Federal and state income tax returns are valid substitutes to meet the documentation requirement. Private enterprises must also certify that there are no pending or current legal actions against the entity, and/or such pending legal action will not have an adverse impact on the financial condition of the enterprise.



**Port of Long Beach  
Clean Trucks Program  
Concession Application Form D -Signature**

I certify that I have reviewed the application and that all of the information provided is true and correct. I also certify that I have read the Port of Long Beach’s “Concession Agreement” and fully understand the terms and conditions of the concession for which I am applying.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Note: Detach the instructions page when submitting your application. Submit only the signed application, along with a check for the non-refundable application fee of \$250 to the:**

Clean Trucks Program  
Attn. Finance Division  
Port of Long Beach  
925 Harbor Plaza  
Long Beach, CA 90802

Make checks payable to the “Port of Long Beach” and marked “Concession Application Fee.”