



## **VENDOR UNLOADING INSTRUCTIONS:**

### **UNLOADING/LOADING IN FRONT OF EXPO CENTER/FRONT OF HOTEL IS STRICTLY PROHIBITED**

Vendors may unload in two areas:

1. **Parking garage:** Clearance 7', no trailers allowed. A **15-minute** grace period is allowed for vendor unloading via the parking garage without incurring a parking fee.

Directions to Parking Garage:

Take Exit 5 Granite St from I293

-If coming from the South: turn right at the end of the exit ramp, continue through 2 sets of lights and turn left into the parking garage.

- Proceed to level 3 and unload into the Expo Center.

-If coming from the North: turn left at the end of the exit ramp and follow above directions

2. **Loading Dock:** Dock height 4'1"

Directions to Loading Dock:

Take Exit 5 Granite St from I293

- If coming from the South: turn right at the end of the exit ramp, continue to 2 nd set of lights and turn left onto Canal St. Continue to 1st set of lights and turn right onto Pleasant St. Turn right into the parking area adjacent to the brick section of the hotel (Marked for employee parking). This will be your second right at the top of the hill.
- Proceed to the rear of the parking lot, around to the left will be 2 overhead doors. Please unload and move your vehicle.
- If coming from the North: turn left at the end of the exit ramp and follow the above directions.

**VENDORS ARE REQUIRED TO BRING ALL THEIR OWN UNLOADING EQUIPMENT, THE HOTEL DOES NOT PROVIDE MOVING EQUIPMENT – PALLET JACKS, DOLLIES, TWO-WHEELERS, ETC.**

**PREARRANGEMENTS MUST BE MADE FOR ANY VEHICLE THAT NEEDS OVERSIZE PARKING IN THE REAR LOT (Only available for vehicles that will not fit in the parking garage). THERE IS A \$15 PER VEHICLE FEE FOR PARKING IN THIS AREA.**

**ANY MATERIALS SENT TO THE HOTEL DIRECTLY AND NOT HAND CARRIED IN WILL BE CHARGED A \$15 PER PACKAGE SHIPPING AND HANDLING FEE. PAYMENT IS DUE AND PAYABLE TO THE DOUBLETREE**

HOTEL PRIOR TO THE RELEASE OF THE PACKAGES. DELIVERIES SHOULD BE SENT NO SOONER THAN 3 DAYS PRIOR TO YOUR ARRIVAL. THE HOTEL WILL NOT BE RESPONSIBLE FOR MOVING ANY SHIPMENTS IN BULK WEIGHING OVER 100LBS.