

VENDOR UNLOADING INSTRUCTIONS:

Vendors may unload in two areas:

Parking garage: Clearance 7', no trailers allowed

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

Loading Dock: Dock height 4'1"

Take Exit 5 Granite St from I293:

-If coming from the South: turn right at the end of the exit ramp, continue to 2nd 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.

- ❖ ABSOLUTELY NO UNLOADING is allowed from the main drive of the hotel through the front Expo doors.
- 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 \$10 PER VEHICLE FEE FOR PARKING IN THIS AREA.
- VENDORS ARE REQUIRED TO BRING ALL THEIR OWN UNLOADING EQUIPMENT – PALLET JACKS, 4 WHEELERS. ETC.
- ANY MATERIALS SENT TO THE HOTEL DIRECTLY AND NOT HAND CARRIED IN WILL BE CHARGED A \$10 PER PACKAGE SHIPPING AND HANDLING FEE