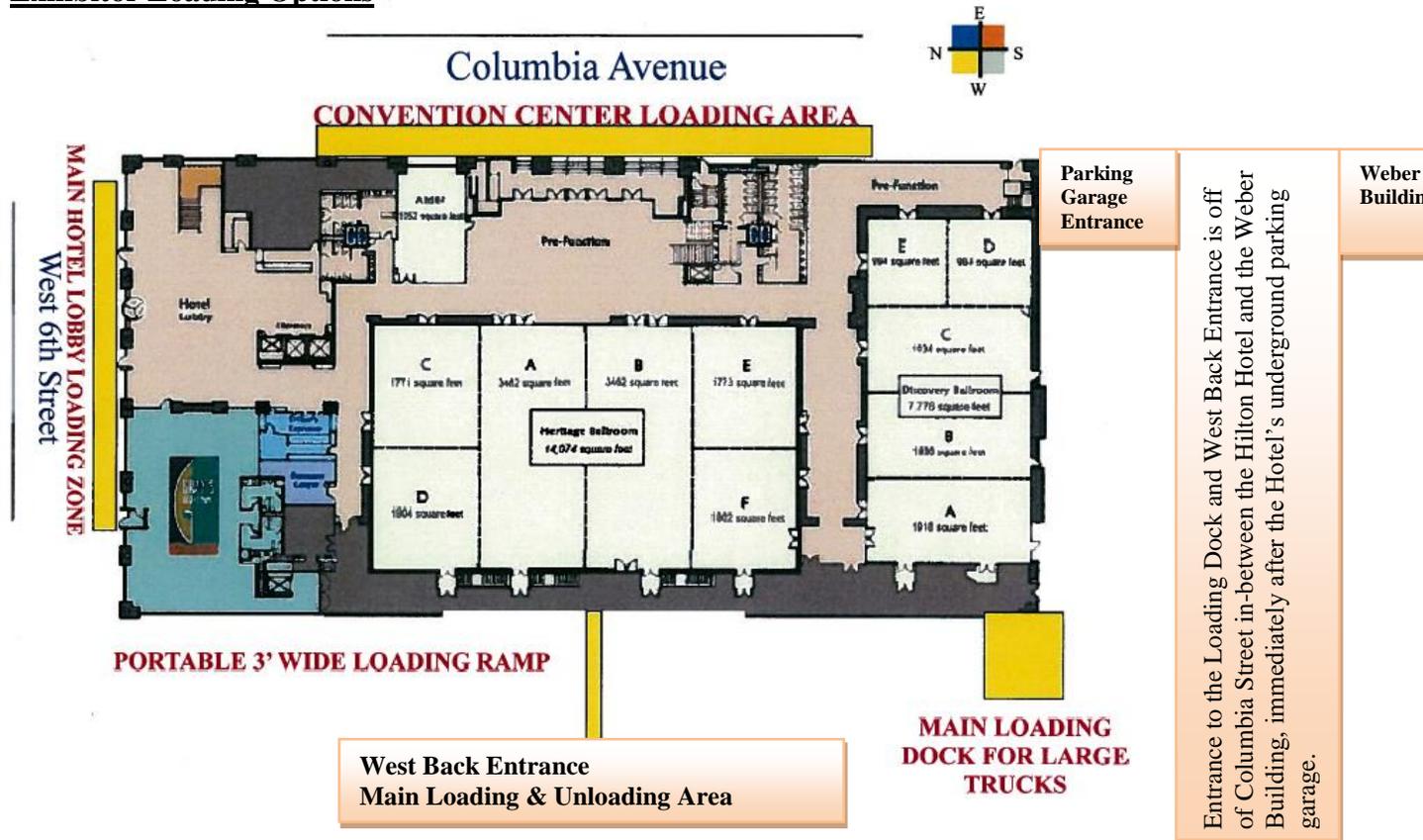


# EXHIBIT AND PRODUCTION GUIDELINES

## Exhibitor Loading Options



**Small Vehicle Parking while unloading:** Passenger cars, trucks, or vans may be temporarily left at the Columbia Street Loading Zone as they are unloaded, and should leave the area as soon as loading or unloading is complete.

**Main Small Vehicle Loading/Unloading:** Passenger cars, trucks, or vans should use the back West Entrance to load and unload their equipment. All vehicles will need to be moved from this area as soon as loading and or unloading is complete.

**Loading Dock:** The hotel Loading Dock is located at the Southwest Corner of the building for access to the Ballroom and/or Exhibit Hall. A schedule of load-in/load-out times must be submitted to the Catering or Event Services office no less than 10 days prior to start date for all activities, including all sub-contractors that have been hired by the group.

The Loading Dock is 3' high and 30' wide.

The Loading Dock has 2 bays. The largest bay will accommodate a tractor-trailer 26' in length and 12' in height. The other bay(s) will accommodate a tractor-trailer no longer than 26' long and 12' high.