



The Loading Dock for the hotel is Located on Polk Street. You can reach the loading dock by heading South on “Avenidas De Las Americas” (the street in-between the Convention Center and Discovery Green) and Turning Right on Polk. Or you can turn onto Polk before I-59 and head 2 blocks East. The entrance will be on your right hand side.

Reminders for the Loading Dock:

1. You must schedule the arrival time(s) with your manager by submitting a loading dock schedule via email.
2. You may only unload your vehicle in the loading dock. We do not allow parking in the loading dock area. Please park vehicles in the parking garage or on street level parking for larger trucks.
3. We do not provide carts or dollies for vendor use; please remember to bring these with you. We also do not supply labor to unload/load boxes, pallets or other deliverables.
4. You must provide your own staff or volunteers to complete the load-in/load-out. All items should be delivered via the freight elevator.
5. You may not come through the front of the hotel to load-in. Please use the loading dock entrance.
6. In the event you must use a Bell Cart, there will be a charge of \$10.00 per trip for each cart.

