
Vendors/Exhibitors

LOAD IN:

We respectfully request that you load in and out only through our loading dock. We are equipped with ramps in that area so that your equipment and carts have smooth surfaces and gentle grading. Through the loading dock entrance, you can easily reach all of the first floor meeting spaces, and the service elevator for Crystal Ballroom is within close proximity. We do not permit loading in through the front entrance of our hotel.

ELEVATORS:

We do not permit loading equipment in any elevator other than the service elevator. The front of house Crystal Ballroom elevator cannot handle the weight of most vendor equipment, so it will be disabled during vendor load-in/out windows.

EQUIPMENT/SPACE REQUIREMENTS/ICE:

We ask that you bring all of the carts, equipment, bowls, coolers, and display items that you need. We are unable to loan these items to you. Please arrange for ice in advance of your arrival. The kitchen is not available for any prep work or oven use. If any of this is required, please notify the event planner for the group as soon as possible.

WI-FI & POWER:

These needs can be arranged through Encore AV. Please speak with the group's event manager in advance. Please notify your contact with the event if you have power or W-Fi needs. Based on business volume, it is difficult to accommodate last-minute requests.

CARTS:

The banquet department and front desk have limited luggage carts available for our hotel guests to utilize. Please bring any carts or dollies that you might need to load in your equipment and displays.