

## LOAD IN /OUT

## \*TRUCK HEIGHT LIMIT 13'. LENGTH LIMIT 40' (CAB & TRAILER)\*

(If the truck is labeled with any height or length more than limits listed above, it will NOT BE ALLOWED IN THE BUILDING)

- All Vehicles making deliveries to the Renaissance Center will be subject to X-Ray scanning prior to entering the facility. Upon completion of the X-Ray scanning process, drivers must proceed to the building immediately.
- X-Ray is open on weekdays during business hours (6 AM 6 PM). If your load-in time is after 6:00 PM, go directly to the dock entrance and stop at the security booth. A security guard will manually inspect the vehicle. Weekend X-Ray Hours are Saturday 8 AM 12 PM and Closed Sunday. See map attached for directions to X-Ray and dock entrance.
- Load In/Out times should be pre-arranged and approved with your Event Manager.
- Access to the meeting space is via four service elevators, two located southwest from the North Dock and two located southeast of the North Dock. These elevators measure 66"W x 96"H x 84"L with doors measuring 48" x 96".
- There is also access to one Freight Elevator (H23) located just south of the North Dock. Freight Elevator measures 8'H x 8'W x 18' 10"L.
- Overnight parking of delivery vehicles at or near the dock space is *prohibited*. Hotel does not offer overnight parking for large vehicles and this must be arranged by the group.
- Use of forklifts is prohibited.
- The Detroit Marriott at the Renaissance Center takes no responsibility for any items brought in by a guest or a group. Security can be hired for a quote provided by your Event Manager.

## LOADING DOCKS

North Loading Dock – allows access to H-23 Freight Elevator, Ontario Ballroom, Renaissance Ballroom and Mackinac Ballroom.

Dock Height 44" - 45"

**East Loading Dock – allows access to the Ambassador Ballroom.** Dock Height 45"

South Loading Dock – allows access to hotel for Display Automobiles

