

# F R E E M A N

## MARRIOTT RENAISSANCE CENTER GUIDELINES

Due to the recent events in the world, the Marriott has established new guidelines for security and receiving freight. Following are the new procedures to adhere by:

1. The hotel will not accept advance freight deliveries. The hotel has absolutely no storage facilities for exhibit materials. Shipments that arrive prior to move in will be refused and/or forwarded to the Advance Warehouse at the exhibitor's expense.
2. All vehicles (including personal vehicles) delivering to the Marriott Ren Cen must be x-rayed before they will be allowed at the loading docks. The x-ray facility is located two blocks east of the Renaissance Center at Rivard and Atwater. Please be prepared for a wait.
3. All packages may be inspected upon arrival. This means packages may be opened and sorted through. This could be a lengthy procedure as all packages in a shipment may be opened. All types of packages may be opened including boxes, fiber cases, plastic storage crates, shipping crates, etc. Please be patient during the inspection time.
4. All shipments must have a manifest. This includes exhibitors dropping off their own materials. Please have a detailed list available for review. The list must contain number of pieces and contents.
5. No vehicles are to be parked at loading docks except during the actual loading/unloading process, which must be performed by union personnel. Once the vehicle is unloaded it must be moved immediately, and taken to a local parking facility.
6. Trucks making deliveries to the North Dock MUST be no longer than 20' long, and no higher than 12' 9". Trucks that exceed these limits, will not be allowed to the loading docks. If your truck arrives, and exceeds these limits, it may be unloaded from the street, and this would incur additional charges.

We highly recommend utilizing the Advance Warehouse facility. Freight that is shipped/dropped off to the advance warehouse will arrive at show site on the Freeman Decorating trailer before scheduled move-in. Freeman Decorating will have all freight manifested for Marriott Security and handle all inbound arrangements. Please see the Material Handling order form for additional information.