

Vendor Information Sheet

DIRECTIONS:

- <https://www.omnihotels.com/hotels/boston-parker-house/property-details/directions>

LOAD IN / LOAD OUT:

- The Loading Area is located on Bosworth Street (1st left past the hotel on Tremont Street).
- Pull all the way down to the hotel entrance labeled “Omni Parker House” and check in with the Security Rep. (he/she will give you instructions for where the receiving elevator & function room elevator is located).
- Receiving Elevator Dimensions:
 - 71" x 71" x 81"
- Function Room(s) Elevator #6 Access Dimensions:
 - 60" x 60" x 92"
- The region outside of the load in / out area is a Fire Lane on both sides and no parking is allowed. Once you have unloaded / loaded your equipment, you must **immediately** move the vehicle
- Please inform your Convention Services / Catering Manager if your delivery vehicle is larger than a box truck (10-26 ft [3.0-7.9 m] in length)

RULES / REGULATIONS:

- Please note that ALL equipment must be brought in through the Receiving Entrance
- Please note that since the hotel is a historical property, the modern-day conveniences of a contemporary hotel that has other resources (i.e., a lift, a dock, pallet jack) are not available
- You have access to your function room(s) at a minimum of 1 hour prior to the start and at a minimum of 1 ½ hours after the event (unless otherwise instructed). As the elevators are multi-use for hotel staff and other vendors, please allow yourself plenty of time for loading in and out
- The hotel is not responsible for any equipment or belongings of any vendor. Please notify your Convention Services / Catering Manager as soon as possible if there is a need of storing empty cases and equipment during the event
- Parking is not allowed on-site for the delivery vehicle. Please plan in advance to park your vehicle off-property (please contact your Convention Services / Catering Manager for recommendations as needed)
- It is hotel policy that absolutely NO alcohol be served to anyone working the function. The hotel will provide complimentary soft drinks and water to vendors during the event
- **For Weddings:** For Security purposes, the hotel does not allow “listeners” to come during a wedding to hear the DJ/ Band. Please do not invite guests to come hear you as they will be asked to leave
- *For any questions, please contact your Convention Services / Catering Manager for further detail as needed*

The Staff at the Omni Parker House will make every reasonable effort to make your experience showcasing with us a pleasant one.