

Shipping Information

Attn: Guest Name
Event Name AND Exhibitor/Company Name
555 South McDowell St.
Charlotte, NC 28204

- ◆ **Receiving:** Shipments should arrive no more than 3 days prior to the event. Please provide the tracking number to your event manager once the shipment has been sent.
- ◆ **Load In:** Our building services team will deliver exhibitor shipments properly labeled with the event name to the designated exhibitor area at load-in time. Guests may also see the Front Desk if they'd like to individually pick up their shipments prior to load in.
- ◆ **Load Out:** All outgoing shipments must be packaged, have a pre-paid label affixed to them, and a pick-up called in to the carrier (we do not have standing, daily pick-up times). Our building services team will collect outgoing shipments from the exhibitor area following load out. Please schedule your pick-up between the hours of 7am-9pm.

Symphony Loading Dock

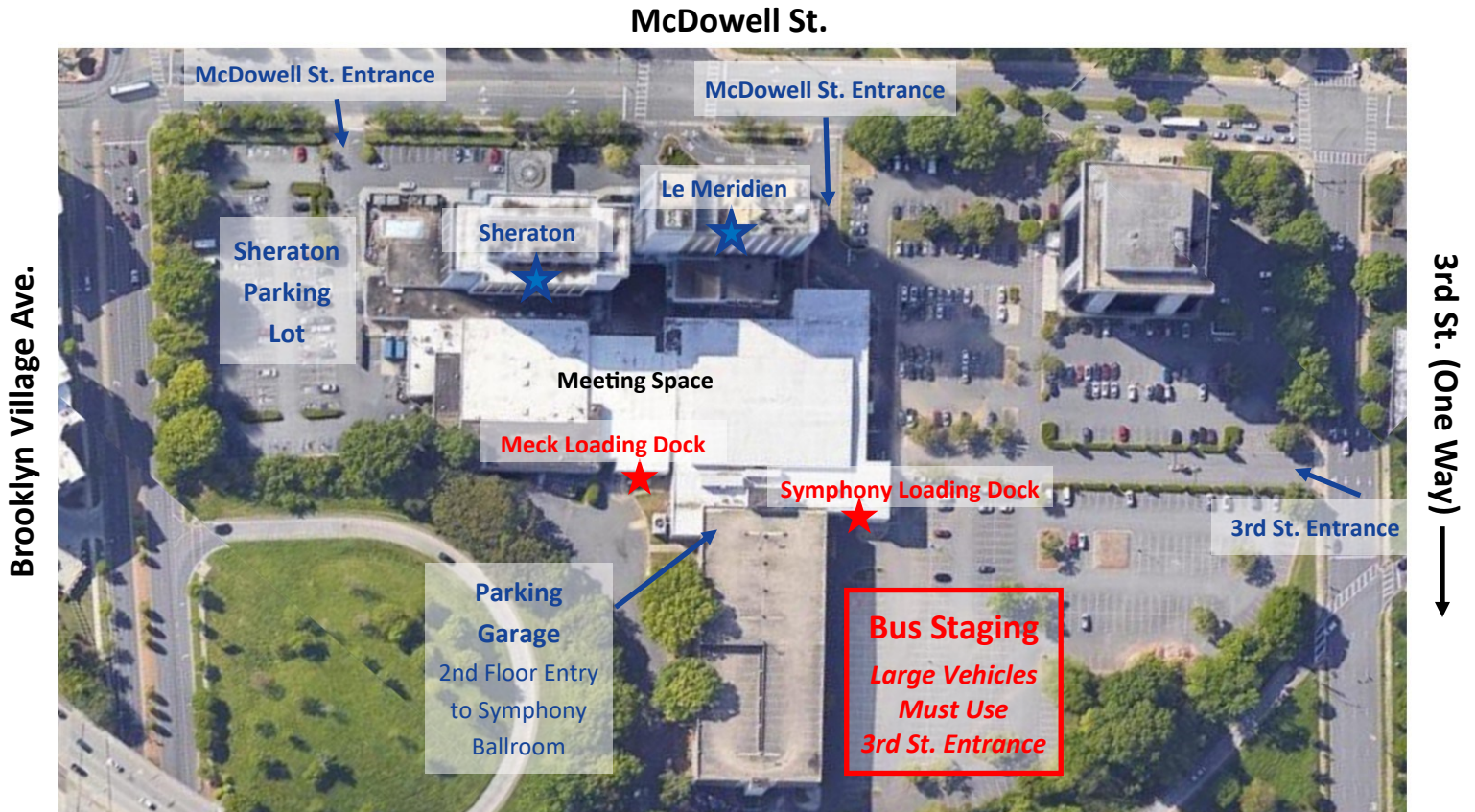
- ◆ Enter around Le Meridien Side of Building
- ◆ Elevator to Symphony Ballroom Back Hallway must be used with this dock, please ensure your items will fit in the elevator
- ◆ Outside loading dock doors: 84" H x 70" W
- ◆ Loading dock: 11' H x 16' W and 32" off the ground
- ◆ Elevator doors: 84" T x 48" W
- ◆ Elevator cab: 93" H x 69" W x 96" D
- ◆ Symphony ballroom doors: 96" H x 70" W
- ◆ Freight elevator capacity is 4500 lbs

Mecklenburg Loading Dock

- ◆ Enter around Sheraton Side of Building
- ◆ There is a ramp that items must be pushed up in order to access the Symphony Ballroom from this dock
- ◆ Mecklenburg ballroom doors: 94" W x 88" H
- ◆ Loading dock door: 97" W x 91" H and 47" off the ground

Parking Information

Sheraton & Le Meridien Charlotte
 555 S. McDowell St. Charlotte, NC 28204



- ◆ **Event Parking:** the Parking Garage is the closest entry point for events in Symphony Ballroom- there is direct access on the 2nd level from the parking garage and an entrance on the lower level, located between the McDowell St. entrance and parking garage entrance
- ◆ **Large Vehicles:** Buses, trucks, and other large vehicles *MUST* use the 3rd St. entrance
- ◆ **Loading Docks:** Mecklenburg loading dock can be accessed from the 3rd St. entrance by driving around the building, behind the parking garage