

OMNI® HOTELS & RESORTS

shoreham | washington dc

Load In / Load Out Instructions and Procedures Parkview Entrance

Thank you for choosing Omni Shoreham Hotel for your coming conference! We look forward to hosting your group. To help facilitate your event, please note the following guidelines and responsibilities.

The Parkview Entrance services the following Event spaces:

- Blue Room, Blue Room Terrace, Blue Room Pre-Function
- Empire Terrace
- Gazebo

Policies and Procedures:

- The lobby/front drive is not an option
- After loading/unloading, all vehicles must be moved. Parking is limited at the hotel's parking lot (valet only) and fees are based upon the prevailing rates.
- We do not offer Truck Parking on site
- This is a guest entrance, please be aware of the surroundings, do not leave items in the corridors
- It is the vendor's responsibility to load/unload and to provide transport equipment to move the items
- This is a driveway entrance, please use a vehicle with a lift if necessary
- Pallet Jacks are not allowed for this location, no exceptions
- This entrance material is marble, the vendor is to bring a protective covering if heavy items are being moved.
- Due to a city ordinance no movement of any kind can occur between 10:00pm - 7:00am NO EXCEPTIONS

Access Point:

Proceed to the Shipping and Receiving Entrance (see map below): the entrance you will use is located between Security Gate #1 and Shoreham Drive NW. Once you reach Security Gate #2, you will need to press the Call Button for our Loss Prevention team to open the gate. Proceed to the right. The Parkview Lobby Doors, located under the green awning, will bring you to the level of Blue Pre-function Room and Blue Room.



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By signing this document, you agree to abide by the guidelines set forth in this document. Any violations of these policies will result in additional charges. You are responsible for any city or local fines levied against the hotel due to your transgression of these procedures.

Company Name: _____

Name: _____
On behalf of Company

Signature: _____

Show / Convention Name: _____

Date: _____

Requested Load-In Date and Time: _____

Requested Load-Out Date and Time: _____

Requested Load In/Out Location: _____

Convention Services/Catering Manager: _____

Date: _____

This completed form, along with a valid Certificate of Insurance (COI), must be returned to the hotel no later than 5 business days prior to your Load-In.