Vendor Load-In / Load-out Procedures:

FRONT OF HOUSE:

- Vendors cannot leave vehicles unattended in motor lobby – WILL BE TOWED
- NO Unloading at the CTCC main doors
- Vendors, please park in parking space within garage and hand truck your materials to CTCC

LOADING DOCK:

Best address for accessing the dock – Please use Google maps.
38 Commerce Street, Hartford CT

- Please arrive at your scheduled move-in time to maintain schedule (heavily enforced).
  - Early or late arrivals will be directed to park in the Connecticut Convention Center Parking Garage at prevailing rates.
    - Due to height restrictions, only personal vehicles can be parked inside the garage, oversized vehicles can park in the exterior lot off Columbus Blvd.

- Upon arriving at the security gate, please use the call box to speak with one of our security personnel to verify your move-in. Once approved, please proceed to the top of the loading dock ramp.

- Once on the loading dock ramp, a member of CTCC Logistics staff will greet & remind you of the following procedures – Please wait at outhouse for staff / unless otherwise instructed.
  - Exhibitors are given 30 minutes to unload
  - Once unloaded, your vehicle must be removed from the loading dock unless you are on the priority vendor list **(limit to 3 vehicles per event)**
    - Personal vehicles have the option of parking in the Connecticut Convention Center Parking Garage at prevailing rates
    - Oversize vehicles, if they are not part of the priority parking, they will be directed to park in the flat lot.
  - Trailers etc - Can be staged and assigned to one of CTCC bays for durations of show.
  - Dock Parking Passes will be issues for priority vendors – please place pass on the dash of your vehicle to be clearly viewed – make sure the information on pass matches your information.



Loading Dock Directions

Using Google Maps
38 Commerce Street, Hartford, CT. 06103
860-249-6000

From within the Parking Garage: Marriot Entrance/Exit

- Exit out to Grove Street
- Turn LEFT on Columbus Blvd.
- At 3rd light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

From within the Parking Garage: Outside Parking

- Exit - Columbus Boulevard/Convention Center
- Turn LEFT on Columbus Blvd.
- At 2nd light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate - check in for further directions

From within the Parking Garage: 2nd Level Exit

- Take 2nd level exit out heading toward Taylor St.
- Not too fast, you will see security gate to the left.
- Take a LEFT, before you go over blue loading dock bridge
- You will see the security gate - check in for further directions