



MARRIOTT
CHARLESTON

VENDOR INFORMATION

Welcome to the Charleston Marriott! We are thrilled that we get to work with all types of amazing vendors here at our property. We have found through experience that the following details will assist both yourselves and our team in making your set up and strike successful.

Load In: We respectfully request that you load in and out only through our loading dock. We are equipped with ramps in that area, so that your equipment and carts have smooth surfaces and gentle grading. Through the loading dock entrance, you can easily reach all of the first floor meeting spaces, and the service elevator for Crystal Ballroom is of closest proximity. We do not permit loading in through the front entrance to our hotel.

Elevators: We do not permit loading equipment in any elevator other than the service elevator. The front-of-house Crystal Ballroom elevator cannot handle the weight of most vendor equipment, so it will most likely be disabled during vendor load-in/out windows.

Parking: Please park your vehicles in the parking spaces in the back of the hotel. We ask that you do not leave your vehicle in the loading dock area because of the large amount of traffic in that area. We receive deliveries every day of the week, so we need that area to be clear at all times. Should you leave your vehicle in the loading area, it will be towed to: Turkey's Towing, 369 Fleming Road Charleston, SC 29412 Phone : (843) 766-8875

Equipment/Space Requirements/Ice: We ask that you bring all of the carts, equipment, bowls, coolers, and display items that you need. We are unable to loan these items to you. Please arrange for ice in advance of your arrival. The kitchen is not available for any prep work or oven use. If any of this is needed, please notify the event planner for the group as soon as possible.

WiFi & Power: These needs can be arranged through the group's Event Planner in advance. Please notify your contact with the event if you have power or wifi needs. Based on business volume, it is difficult to accommodate last-minute requests.

Carts: The banquet department and front drive have limited carts available for our hotel guests to utilize. Please bring any carts or dollies that you might need to load in your equipment and displays.

Trash: We are happy to dispose of your trash! Please leave any boxes/garbage in front of your display area and one of our banquet housemen will be by to gather it for you.

If you have any questions about your visit, please feel free to contact me in advance.

Kristen Bowles

F&B Director, Charleston Marriott

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The Charleston Marriott looks forward to working with you!