

KNOW BEFORE YOU LOAD

LOADING INFORMATION AND GUIDANCE

Scheduled Deliveries: The loading dock is designated for use in conjunction with scheduled hotel deliveries. You may be required to move your vehicle to accommodate other deliveries, please ensure a representative is present with your vehicle **at all times**.

Dock Access: If the dock door is closed, use the call box to contact security, located on the left-hand side of the dock driveway.

Vehicle Dimensions: Vehicles entering the loading dock must not exceed 13'6" in height or 42' in length.

Lift Gates: All box trucks must be equipped with a lift gate. The hotel does not provide forklifts.

Cart Requirements: The hotel does not supply flatbeds or carts. Please bring your own cart for transporting items. Carts and equipment may not exceed 30" wide for single door meeting space, or 70" wide for double door meeting space.

Dock Usage: The loading dock is for active loading and unloading only. Once complete, promptly move your vehicle to another location to allow space for others. After relocating your vehicle, you can then set up your items in the meeting space.

Parking Large Vehicles: If you need to park an oversized vehicle (taller than 8' or longer than 20'), please consult the hotel for suggestions.

Offloading Trash: The hotel is not equipped to dispose of large or excessive trash. It is required that items are taken off site and properly disposed of by the vendor

Storage: The hotel does not offer back-of-house storage. Coordination with the Group is required to arrange storage within a meeting room or unneeded equipment must be taken off site.

Security: All team members and workers must check in with security prior to proceeding to the event space each day. Name badges are required in all meeting space.

Liability: The hotel assumes no responsibility for loss or damage to vehicles or their contents during loading and unloading. The primary Group is accountable for the conduct and performance of all subcontractors and vendors. The condition of the meeting space will be documented prior to and following load-in/out. Should damage occur, fees will apply.



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HYATT REGENCY®

SALT LAKE CITY

170 S W
TEMPLE ST.
SLC, UT
84101

LOADING
DOCK

Freight
Elevator

Service
Elevators

CONCIERGE
& BELL DESK



FRONT
DESK

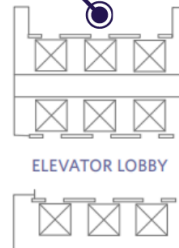


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NORTHERN SPANISH CUISINE
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ELEVATOR LOBBY

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GARAGE
PUBLIC
ENTRANCE



SOUTH
ENTRANCE



VALET

CONTRIBUTION
COCKTAILS
& BITES

EAST ENTRANCE
BUS/RIDESHARE

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