



Dear Vendors, We are looking forward to having you here with us at the DoubleTree by Hilton Nashville Downtown! We have included a few instructions regarding the hotel, unloading/loading procedures, and parking for large trucks.

Hotel

The front of the hotel is located at 315 4th Avenue North, Nashville TN 37219. The hotel is located centrally in the downtown Nashville area. Your GPS should lead you to the front of the hotel where there is a Porte-cochere. The hotel is valet only.

Unloading/Loading Product

The hotel has 2 spots to unload your merchandise. The most efficient spot is the driveway of the hotel located at 315 4th Avenue North. Cars and trucks can be unloaded at this point into the hotel's Motor Lobby. There are 2 elevators that service the Motor Lobby up to the Lobby level and Ballroom level of the hotel and can be used for vendors loading in and loading out their merchandise. We do have a valet team that can also help with luggage and temporary product storage if needed. The hotel valet garage has clearance of 7 feet tall and no longer than the standard pickup truck size. Trailers can be unloaded at the front of the hotel, however, cannot be parked in valet. The second option for loading and unloading for large trucks is at the hotel's loading dock. This loading dock is shared with the corporate bank located next door and has security stationed at the dock. The dock can accommodate vehicles no higher than 12 feet 6 inches tall and no longer than 26 feet. **Loading dock appointments must be scheduled through your hotel representative.**

Loading dock procedures are listed below.

1. Dock security maintains traffic direction and flow.
2. One vehicle at a time can unload and load in the loading dock.
3. No vehicles with or without hitched trailers are allowed in the loading dock. Please use the front of the hotel for unloading and loading trucks and trailers.
4. No vehicle can be left unattended in the loading dock.
5. No vehicle can park in the loading dock area.

6. No vehicle higher than 12 feet 6 inches tall and 26 feet long may enter the loading dock.

7. Service elevators that transport vendor merchandise from the loading dock have the following dimensions:

Freight Elevator # 1

-Door – 42.5” Wide

-Deep- 54”

-Long- 78”

-Tall- 90”

-Door Height- 83”

Freight Elevator # 2

-Door- 42.5” Wide

-Deep- 57”

-Long- 68”

-Tall- 89”

-Door Height- 83”

To schedule an appointment for loading and unloading your merchandise at the loading dock, please contact Makenna Doud at makenna.doud@hilton.com with your name, contact number and email, and requested time of unloading. Makenna will be in contact with you shortly thereafter to confirm an unloading/loading appointment.

Shipping and Receiving

All boxes must be addressed per the below...

DoubleTree by Hilton Nashville Downtown
ATTN: Makenna Doud
Onsite Contact Name / Group Name / Date of Group
315 4th Ave N
Nashville TN, 37219

Pallet Delivery: If you have a pallet being delivered to the hotel, there will be a \$250.00 handling fee/per pallet. We can move the pallet to your meeting room, but we cannot break it down/package it back up due to liability.

Parking

The hotel only offers valet parking. There is no self-parking at the hotel. The clearance of the valet garage is 7 feet tall. Unfortunately, trucks pulling hitched trailers will not fit in the valet garage. There is an additional option of reserved street parking where the hotel valet team will work with the City of Nashville to bag and reserve paid spots near the hotel. If you will require reserved street parking please

contact the hotel representative, Makenna Doud, at least 14 days prior to your arrival. Street parking is \$150 per night with truck and small hitched trailer taking up 1 space (the size of a tour bus in length).

We are excited to have you visit Nashville and the Doubletree by Hilton Nashville Downtown! We look forward to having you here with us!

Warmest,

The DoubleTree by Hilton Nashville Downtown Team