



Exhibitor Policy Guidelines

LOAD IN/LOAD OUT

This is only permitted at the loading dock located off Atlantic Avenue. Martin's Lane loading bay may be utilized for exhibits taking place in the Norfolk Ballroom. The Hotel Lobby is restricted.

PARKING

Trucks and containers may be parked temporarily at the dock entrance and must be removed as soon as they are emptied. Under no circumstances can they be left on property overnight.

SHIPPING/RECEIVING

Should items be shipped to the Norfolk Waterside Marriott for your event they can arrive as early as 3 days prior to the event. Please mark all packages for your event as follows:

NAME:

EVENT NAME/BOOTH #:

EVENT DATE:

235 E. Main Street, Norfolk, VA 23510

All items that need to be shipped after the event must have a pre-paid shipping label. It is also the exhibitor's responsibility to schedule for package pick-up.

SECURITY

The Norfolk Waterside Marriott will not assume responsibility for any damage or loss of any property, merchandise or articles brought to the event. Arrangements may be made through your Event Services Manager for Security of Exhibits space.