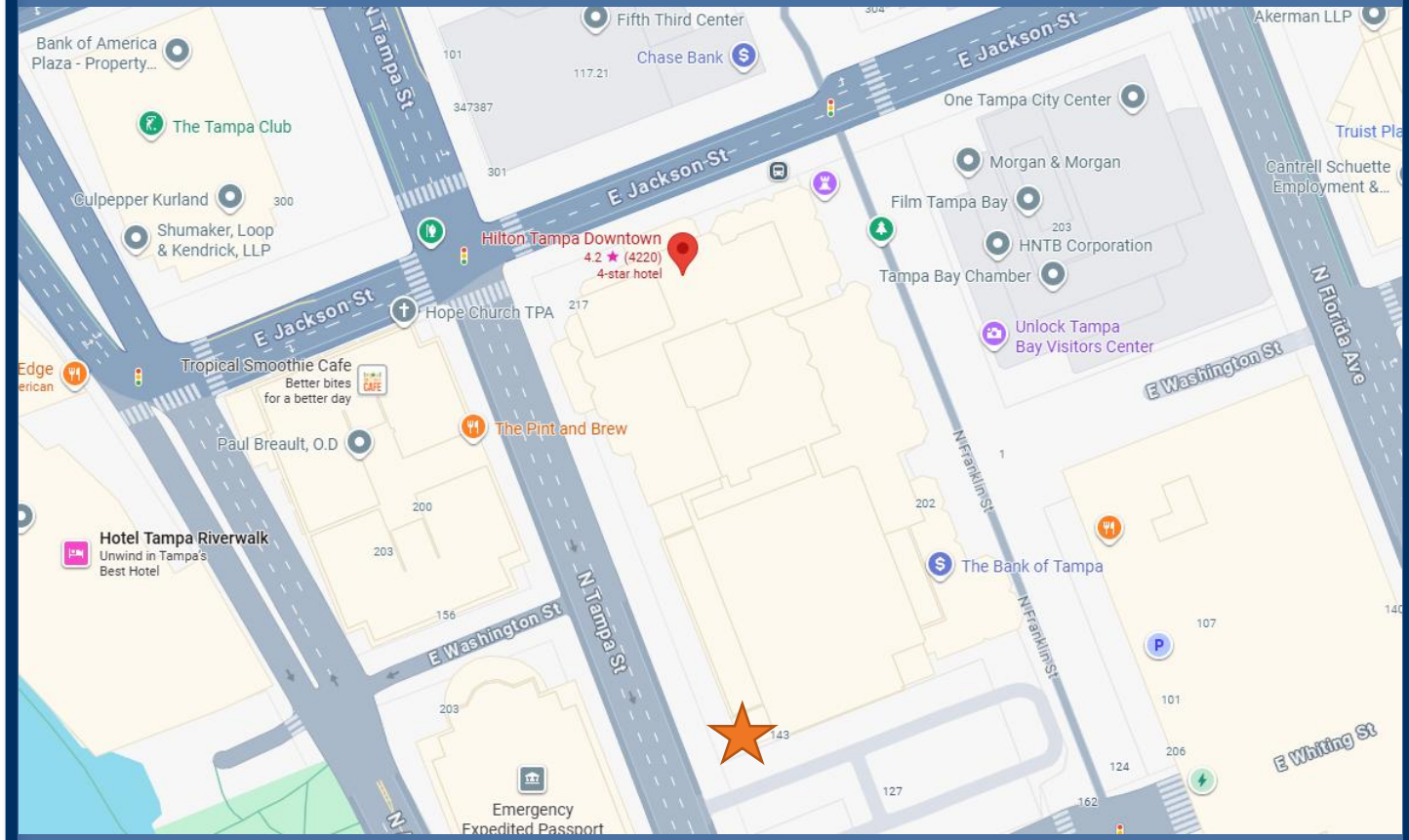
Hilton
TAMPA DOWNTOWN

Vendor Load-in Information

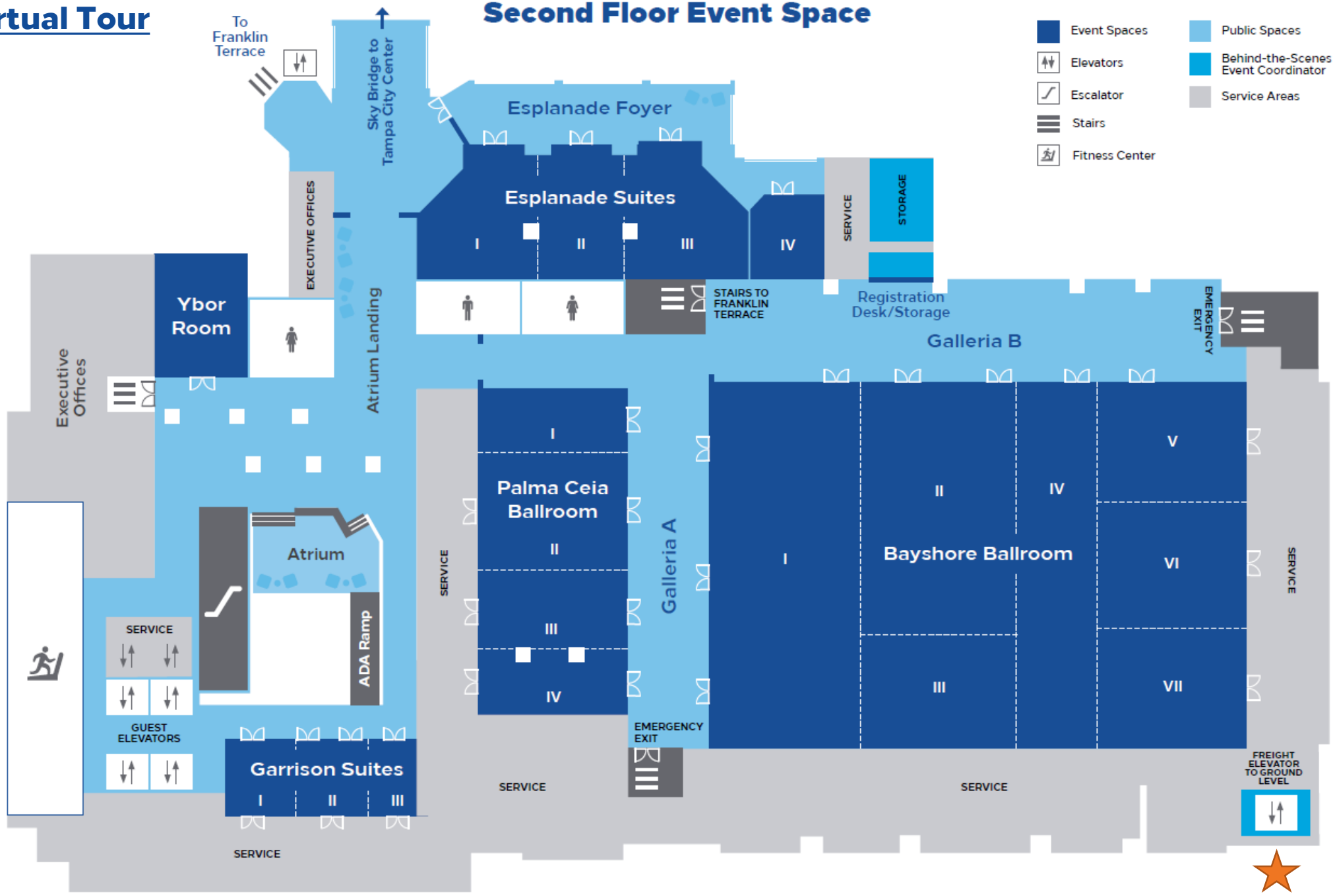
Freight Elevator Location

- All vendors must unload using the Freight Elevator, located on N Tampa St., after the Main Entrance to the Hotel, on the left. Indicated on the map as the orange star.
- The Loading Dock is not accessible to vendors.
- Freight Elevator Size:
  - Height 11’
  - Long 19’5”
  - Wide 9’8”
  - 10,000lbs max capacity
  - Hydraulic
  - 9’ 7 ¾” wide x 10’ 7 ¾” high (door)
- A lift gate is required for trucks, Freight Elevator door is flush with the street.
- Length of Driveway is 30’ (28 ft truck with lift gate max)
- The Freight Elevator will exit onto the 2nd Floor of the Main Meeting Space, behind Bayshore VII



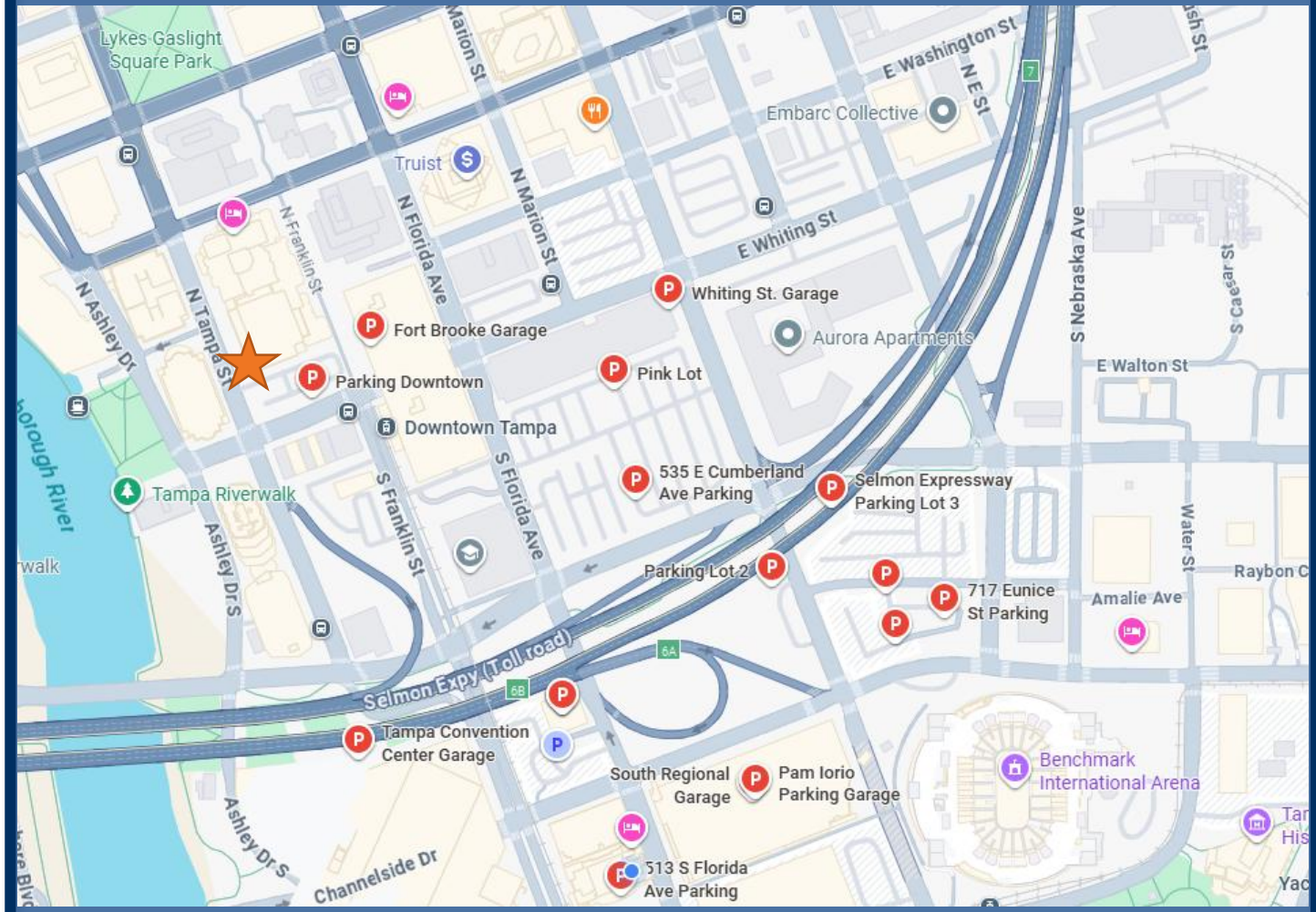
Freight Elevator

Virtual Tour



Vendor Load-in Guidelines

- Vendors must provide the Event Manager with a schedule of the load-in seven (7) days prior to the event for approval.
- A signed “Hold Harmless” agreement is required to be sent to your Event Manager prior to load-in, and/or a “Certificate of Insurance” COI on file listing the Hotel as an additional insured.
- Hotel cannot guarantee the freight elevator will be available without a wait.
- Vendor is responsible for all trash and cleanliness.
- Vehicles must be moved immediately after unloading and cannot park on the street.
- Oversized vehicles are recommended to find their own parking in open lots around the city. Vendors are not permitted to park in the Hilton garage.
- Vendors must sign-in and sign-out with Hilton Security.
- Refer to the map for Open Lots and Public Parking Garages, refer to websites for more information:
    - Parking Garages And Lots | City of Tampa
    - Home - 717 Parking



Additional Information

- Access Points
  - Bayshore 7 “Barn Door” Entrance: 9’ W x 7’7” H
  - Distance from Freight Elevator to Barn Door: 14’
  - Entrance to Banquet Service Hallway is 6’ wide at the most narrow point
  - Palma Ceia Entrance: 6’5” W x 6’10” H
  - Palma Ceia Hallway at most narrow point is 5’2” wide
- Ceiling Heights:
  - Bayshore Ballroom: 16’7” bottom of soffit height
  - Bayshore Ballroom: 15’4” bottom of lighting height
  - Palma Ceia: 9”11” bottom of soffit height
  - Palma Ceia: 8’9” bottom of lighting height
- Trucks without a lift gate can be received at the Loading Dock with prior approval and scheduled accordingly with the Event Manager.
  - Kitchen Elevator is 10’ L x 8’ H x 6’ W
  - Max Weight is 5,000 lbs
  - Peak delivery times is early AM
  - Length of driveway accommodates a full semi-tractor trailer