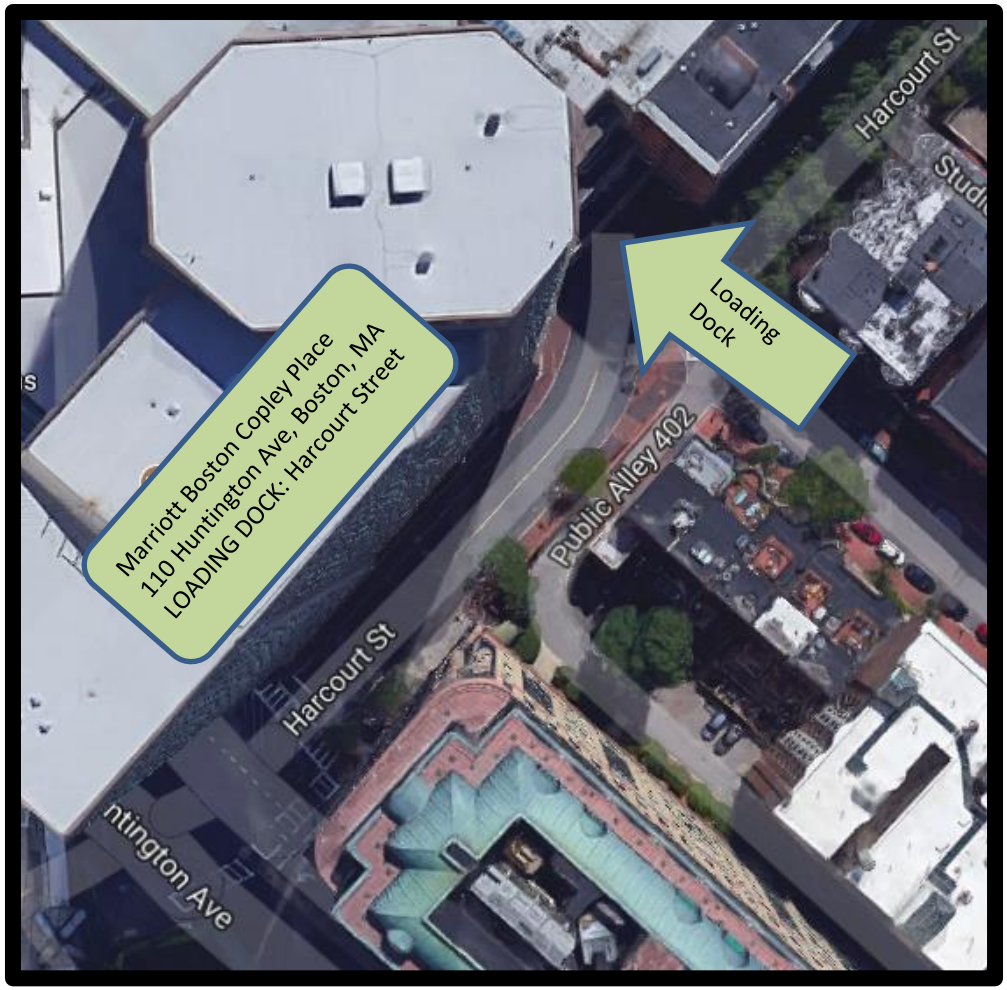
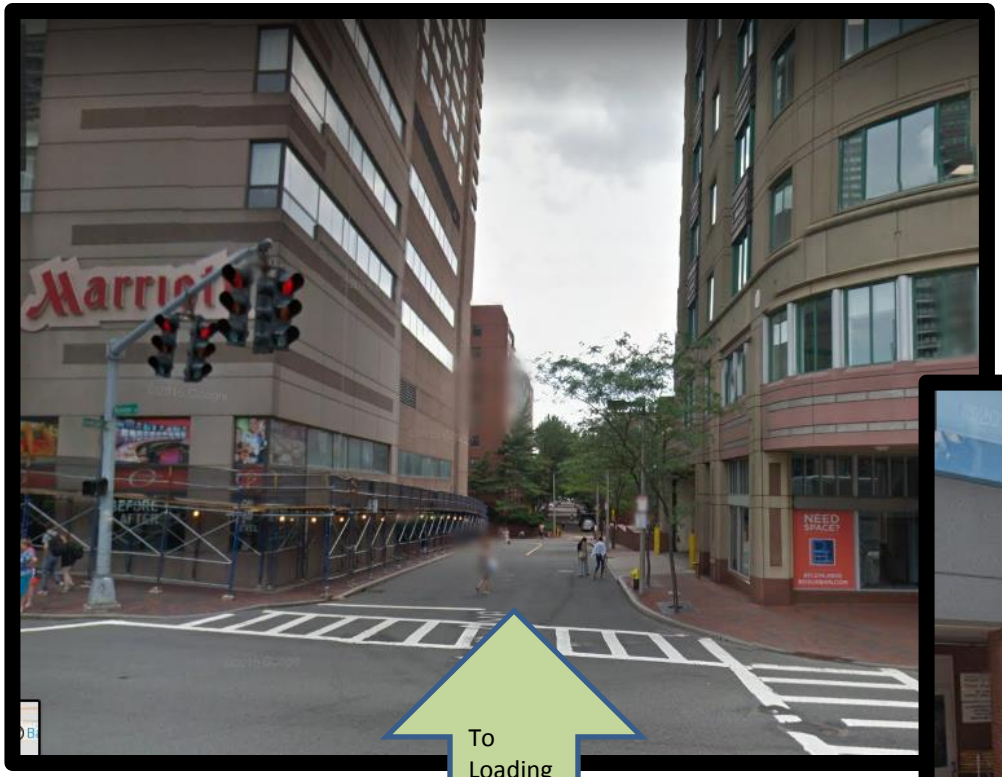
Marriott Boston Copley Place
Event Load-In Specifications

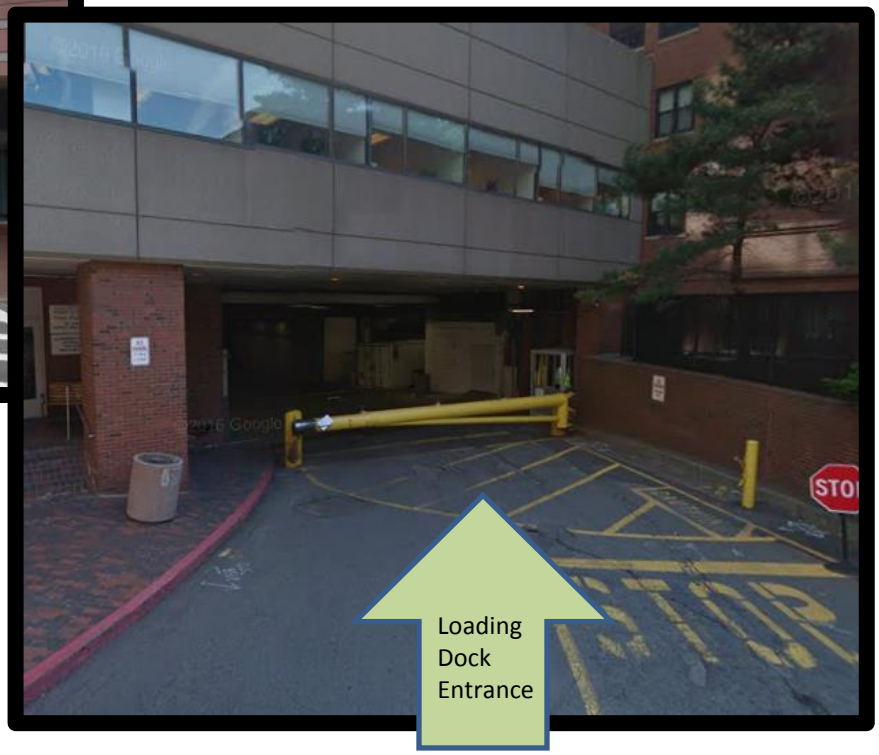
110 Huntington Avenue
Boston, MA 02116
617-236-5800

Boston Marriott Copley Place
Loading Dock: Harcourt Street



Boston Marriott Copley Place
Loading Dock: Street View



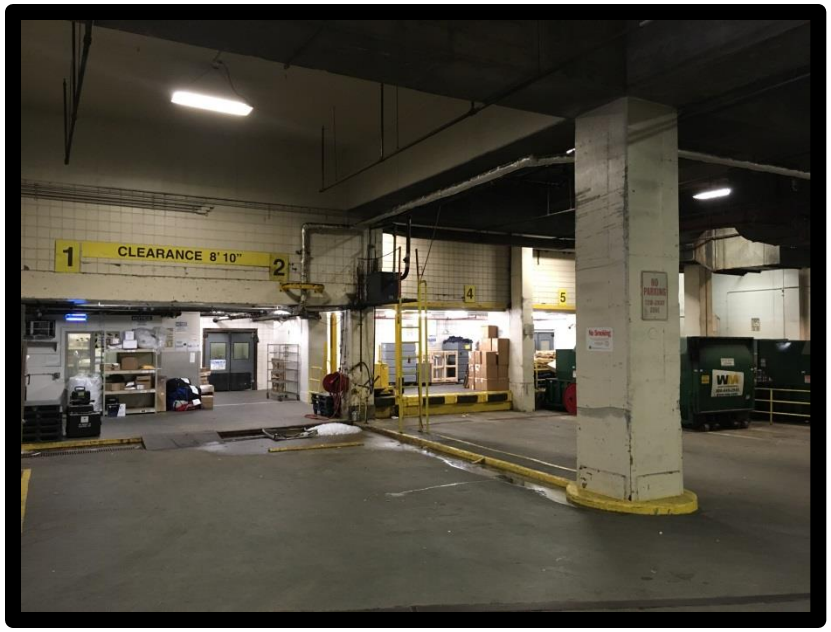


Please note: Harcourt Street is not a through street

Boston Marriott Copley Place
Important Notes for Pre-Arrival and Arrival

- Provide your Event Manager with schedule for load-in and load-out dates and times. They will confirm the availability.
- Security will open the gate to let you into the loading dock.
- Marriott Security will provide you and your crew with visitor passes
- COI's must be submitted to Event Manager prior to arrival

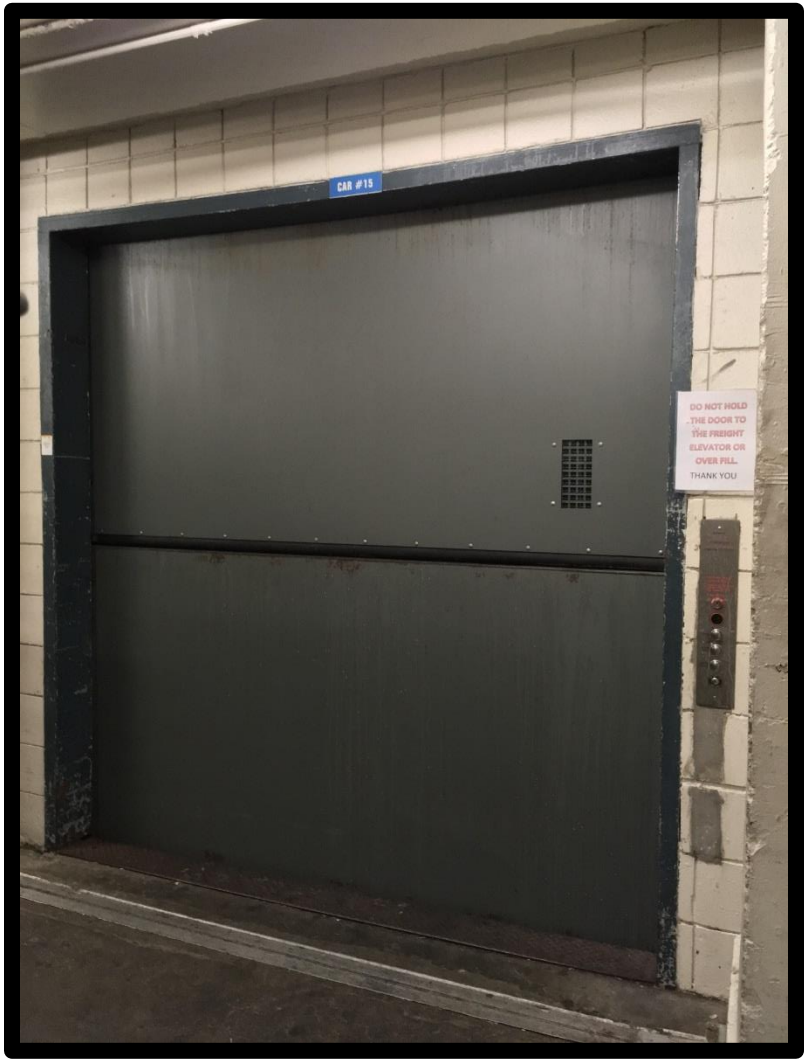
Loading Dock



- 3 Van Bays
- 3 Truck Bays
- 14’4” Clearance for Trucks

- We **do not** have a lift gate or forklift on property
- Trucks with lifts are required

Freight Elevator



- Door Width – 7’7”
- Door Height – 8’

- Inside Length – 19’
- Inside Height – 10’

- Maximum Weight – 10,000 lbs.

- Freight Elevator will only reach the 4th Floor.

Freight Service Elevators 16A and 16B

- Door Width – 3’5”
- Door Height – 7’

- Inside Length – 6’6”
- Inside Height – 9’4”
- Inside Width – 5’3”

- Maximum Weight – 4,000 lbs.

- Freight Service Elevators will only reach the 4th Floor.

Service Elevators 11, 12, 13 & 14

- Door Width – 3’6”
- Door Height – 7’

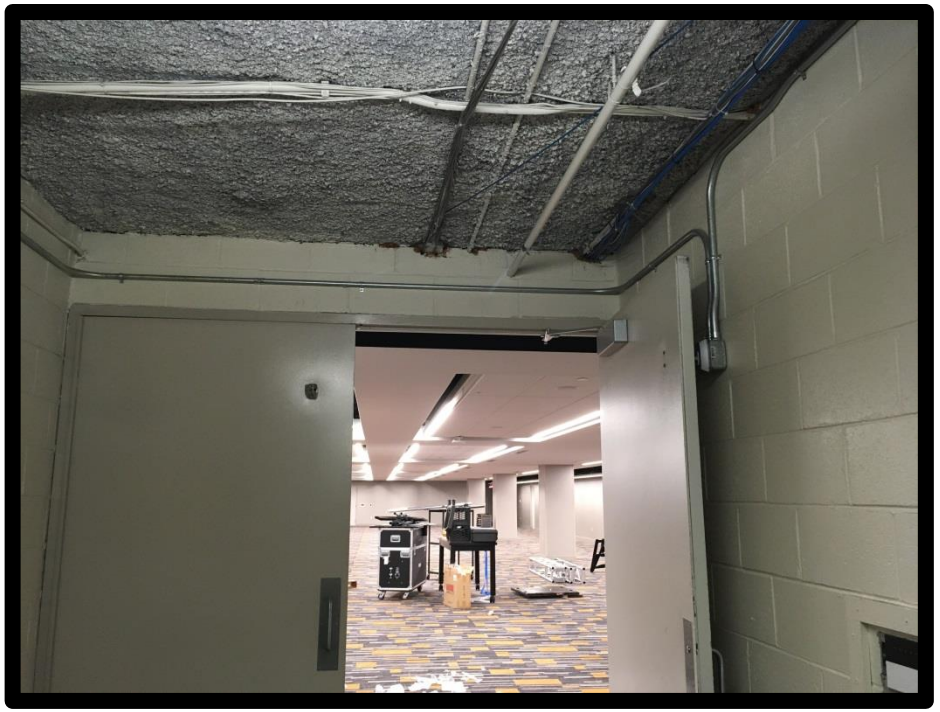
- Inside Length – 7’8”
- Inside Height – 9’6”
- Inside Width – 5’2”

- Maximum Weight – 4,000 lbs.

- Service Elevators will reach all floors.

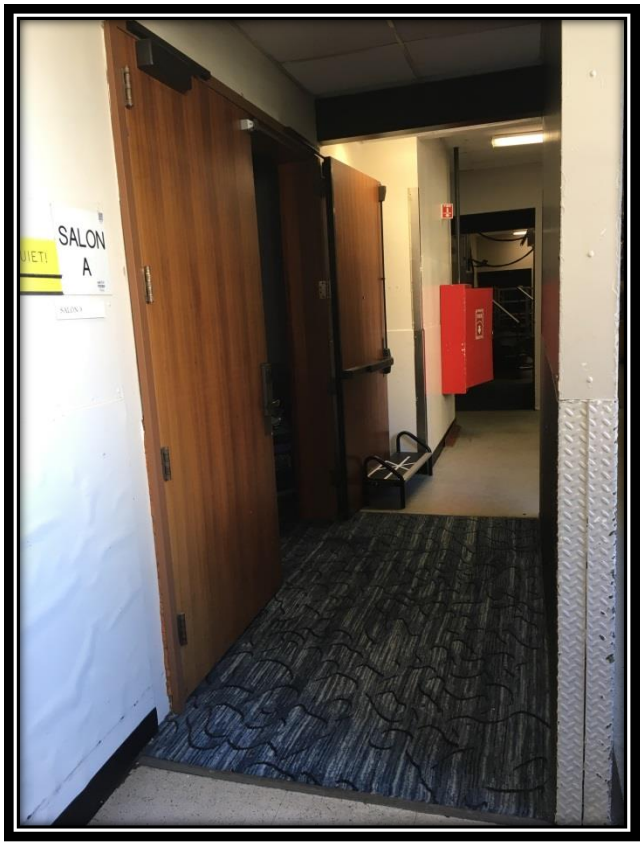
3rd Floor Meeting Space

View to Back Bay Exhibition Center
from Fright and 16A & 16B
Width – 7’10”
Height – 7’9”



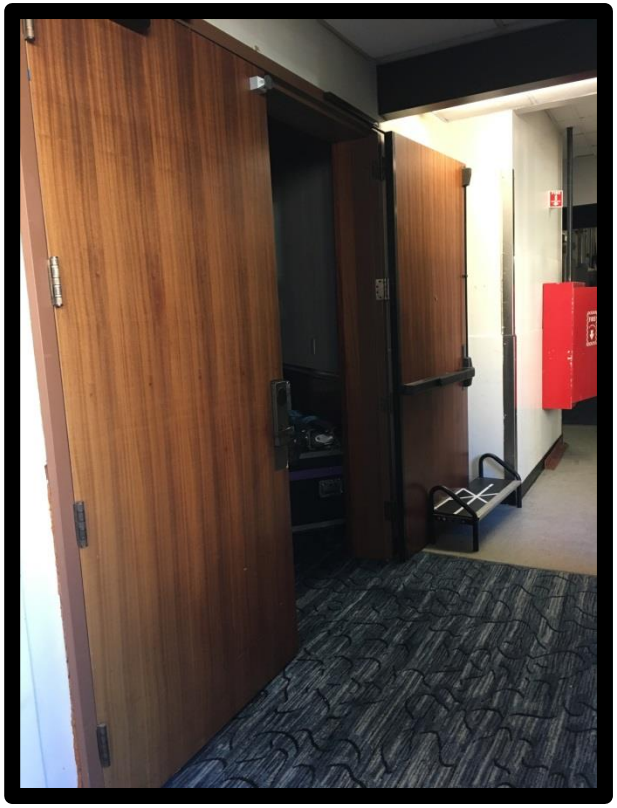
View into Back Bay Exhibition Center
from Fright and 16A & 16B
Width – 7’10”
Height – 7’9”

4th Floor Meeting Space – Salon A



Door way to Entrance

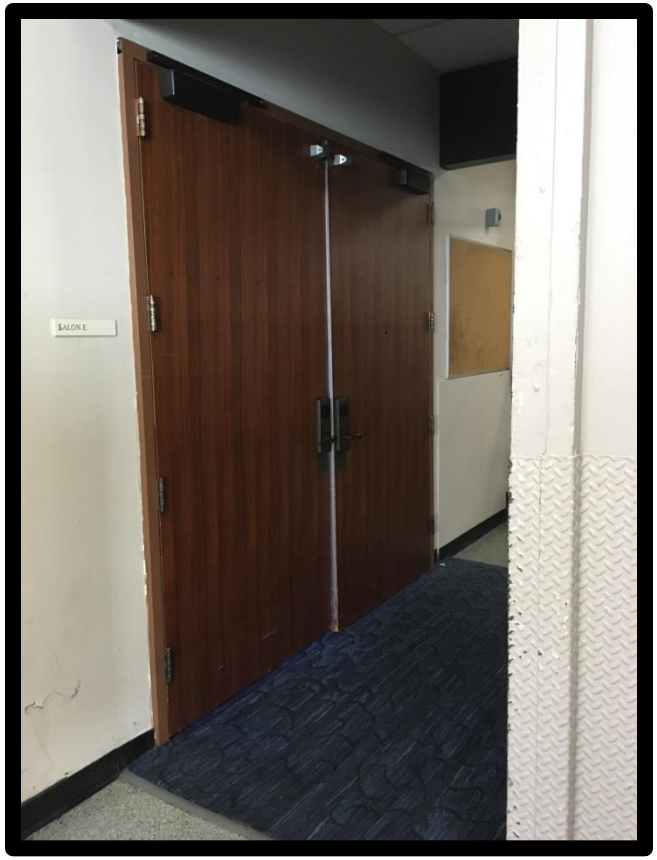
Width – 4’5”
Height – 8’2”



Entrance to Salon A – D, via Salon A

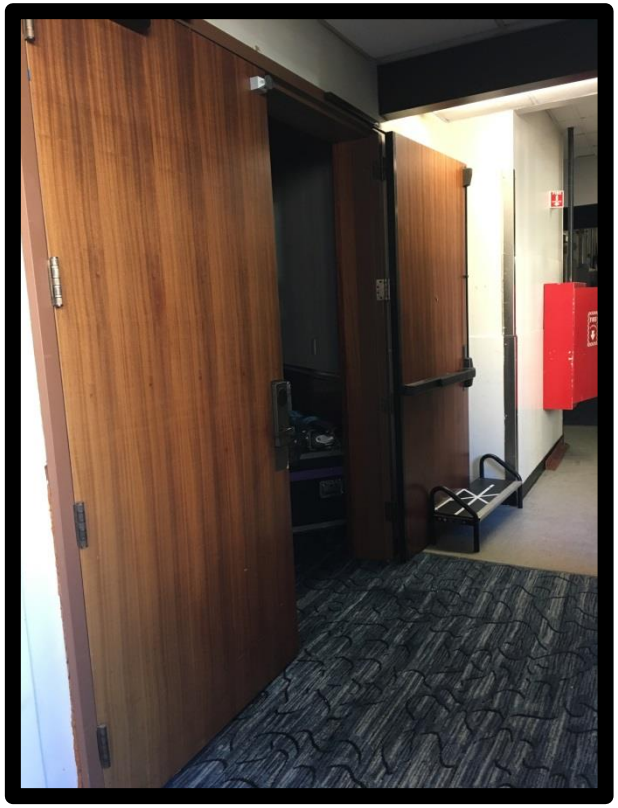
Width – 7’4”
Height – 7’8”

4th Floor Meeting Space – Salon E



Door way to Entrance

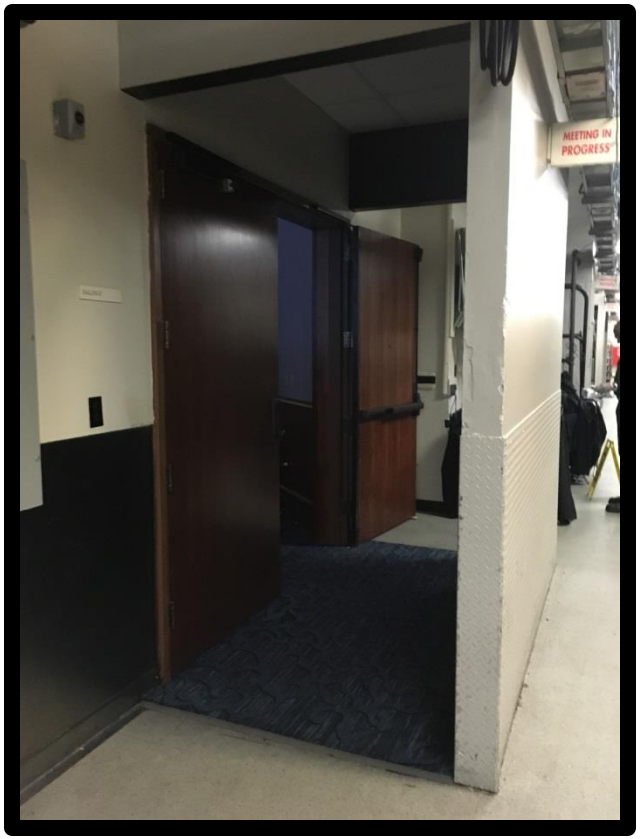
Width – 4’5”
Height – 8’2”



Entrance to Salon E

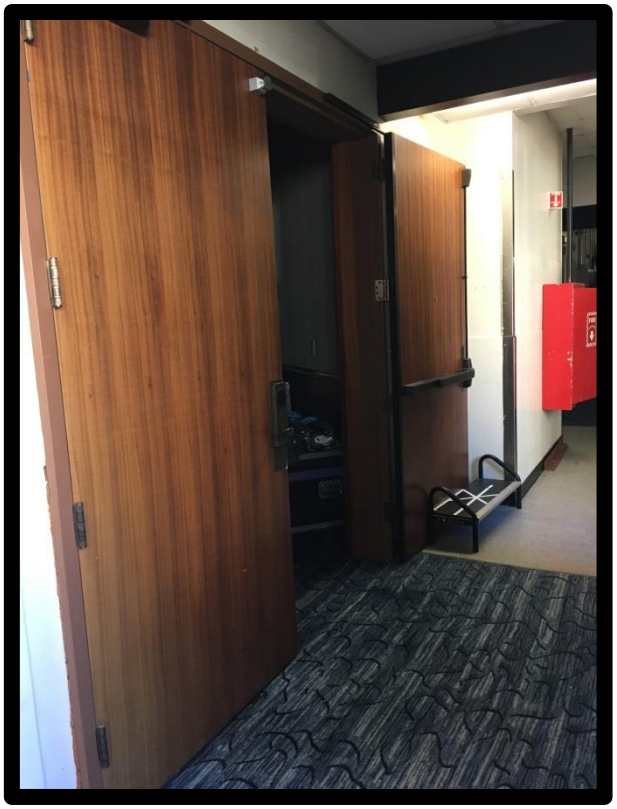
Width – 7’4”
Height – 7’8”

4th Floor Meeting Space – Salon F



Door way to Entrance

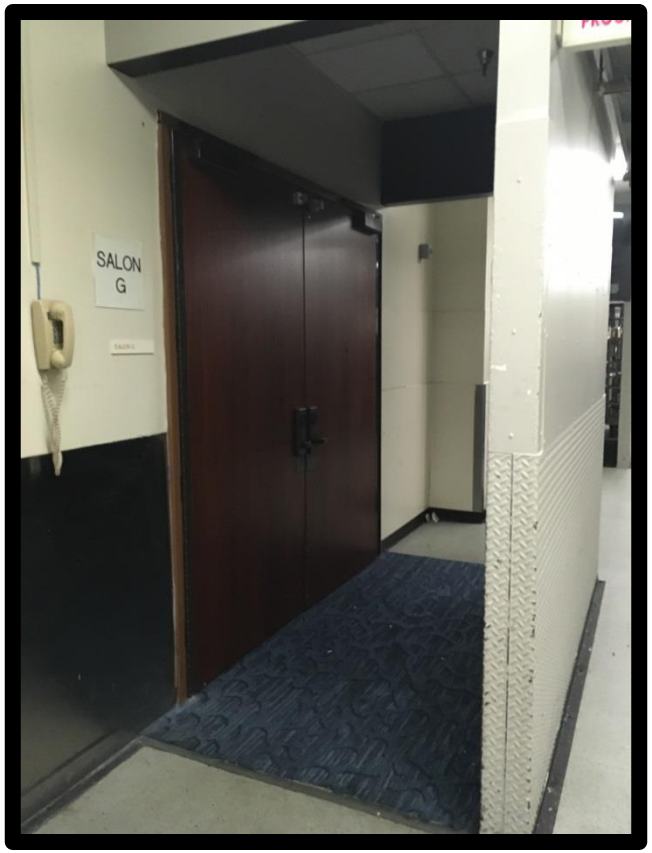
Width – 4’5”
Height – 8’2”



Entrance to Salon E

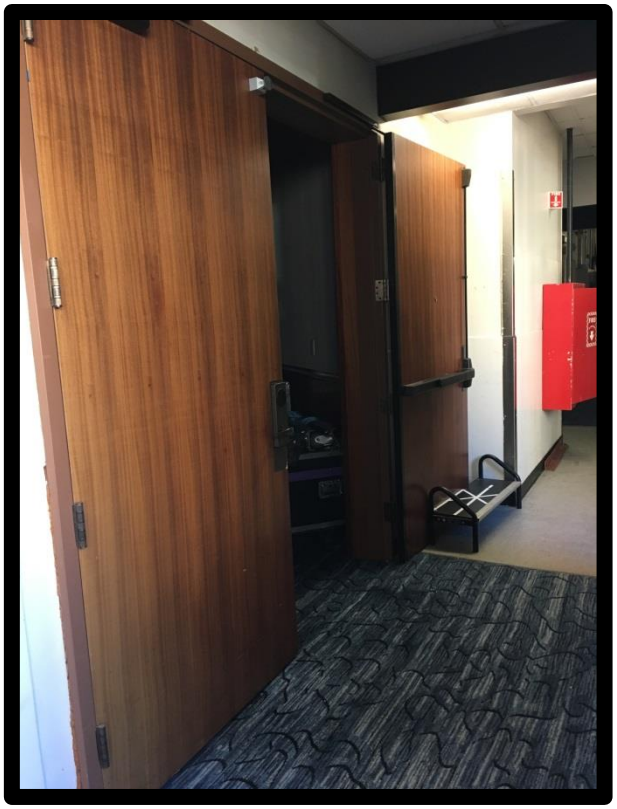
Width – 7’4”
Height – 7’8”

4th Floor Meeting Space – Salon G



Door way to Entrance

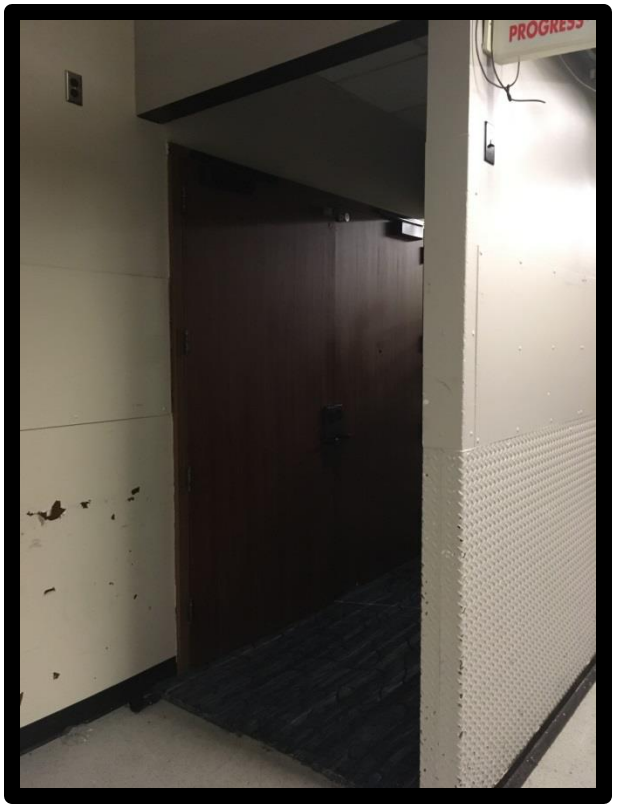
Width – 4’5”
Height – 8’2”



Entrance to Salon E

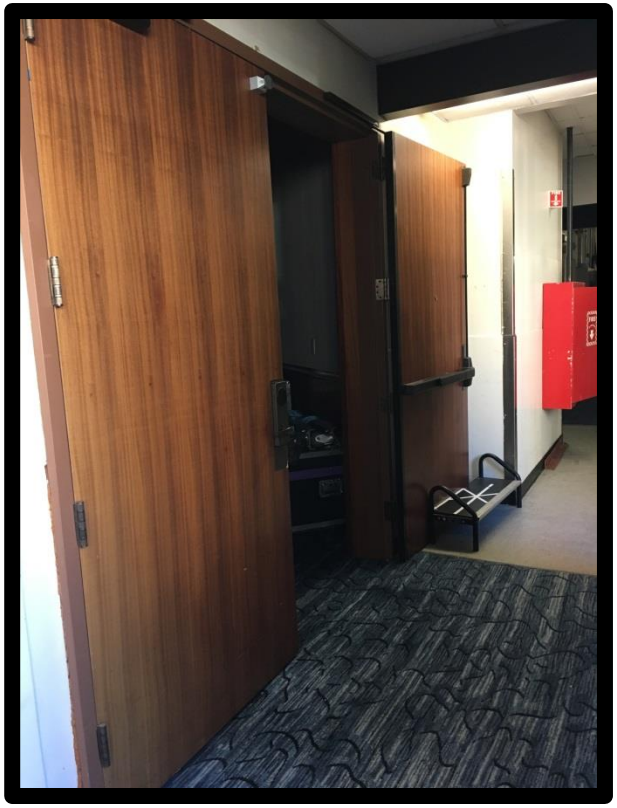
Width – 7’4”
Height – 7’8”

4th Floor Meeting Space – Salon K



Door way to Entrance

Width – 4’5”
Height – 8’2”



Entrance to Salon H – K, via Salon K

Width – 7’4”
Height – 7’8”

Registration Booth

Door way to Entrance