

## **The Hotel Syracuse Delivery Policy**

**500 South Warren Street**

**Syracuse, NY 13202**

1) ANY AND ALL DELIVERIES AND/OR SETUP MATERIALS MUST BE BROUGHT IN THROUGH THE ONONDAGE STREET ENTRANCE (Former Coach Mac's Restaurant) AND MUST BE TRANSPORTED TO THE APPROPRIATE FLOOR VIA THE SERVICE ELEVATORS AND CORRIDORS.

2) NEITHER LOADING OR UNLOADING OF ANY EQUIPMENT, MATERIALS OR ITEMS OF ANY KIND WILL OCCUR THROUGH THE SOUTH WARREN STREET EXIT AND NO USE OF PASSENGER ELEVATORS TO MOVE THESE ITEMS THROUGH THE HOTEL WILL OCCUR AT ANY TIME.

3) ALL BANDS, VENDORS, SUPPLIERS, ETC. WILL PROVIDE THE MEANS AND METHODS NECESSARY TO TRANSPORT MATERIALS, EQUIPMENT, ETC. IN AND OUT OF THE FACILITY.

4) NO BANNERS, DECORATIONS, SPEAKERS, LIGHTS, ETC. WILL BE HUNG OR AFFIXED TO ANY CEILING WALLS OR FLOORS WITH MECHANICAL FASTENERS (NAILS, SCREWS, WIRE, ETC.) OR ANY KIND OF TAPE OR GLUE.

**If you have any questions please contact Debra Pascale**

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