



PLAZA HOTEL & SUITES
KALAMAZOO

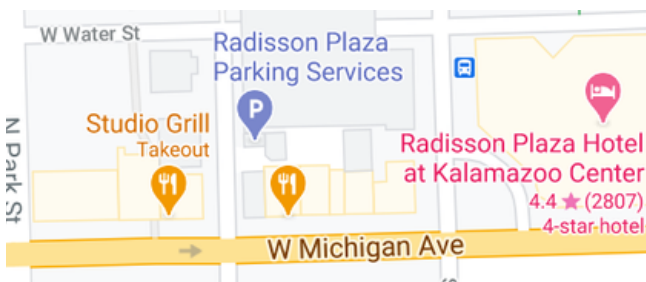
Know Before You Go

Radisson Plaza Hotel & Suites, Kalamazoo, Michigan

Locally Owned and Operated by
Greenleaf Hospitality Group

100 West Michigan Avenue, Kalamazoo, MI 49007

(269) 343-3333



Parking Garage Entrance:

198 North Rose Street

Parking Garage (3rd Floor) = Access to Hotel (2nd Floor)

Parking Garage Height:

6'7"

Parking Garage - Self-Parking

Pricing:

With Discounted Sticker from GLCEC: \$5/exit

Hourly (WITHOUT Sticker):

Hours 1 – 4: \$2.75/hour

After 4 hours: \$2/hour

Daily maximum: \$30

Lost ticket: \$30

Oversize Vehicle/Trailer Parking?

Provided OFFSITE

Speak with Conference Event Coordinator to
Arrange

Incoming Shipment Guide:

- Materials allowed to arrive within three (3) days of the event
- To ensure delivery, format ALL incoming shipping labels:
Representative Name
Vendor Name & Event/Conference
C/O Radisson Plaza Hotel
100 W. Michigan Ave., Kalamazoo, MI 49007
- To ensure delivery, please contact the Radisson Plaza Hotel & Suites Kalamazoo Shipping & Receiving Department at (269) 226-3159
- The Radisson Plaza Hotel & Suites Kalamazoo does not accept liability for equipment, goods, displays, or other materials that arrive unmarked, damaged, or fail to arrive at the hotel

Loading Equipment/Exhibit Hall Materials into the Radisson Plaza Hotel:

- Main Hotel entrance doors = 72" x 80"; ground-level height
- Event space double doors = 72"x80"; single doors = 36"x80"
- N. Rose St. roll-up door = 12' x 12'; ground-level height
- Water St. roll-up door = 8' x 8'; 48" dock-level height

NOTE: Roll-up dock is used for ALL incoming hotel and outlet shipments; may be busy

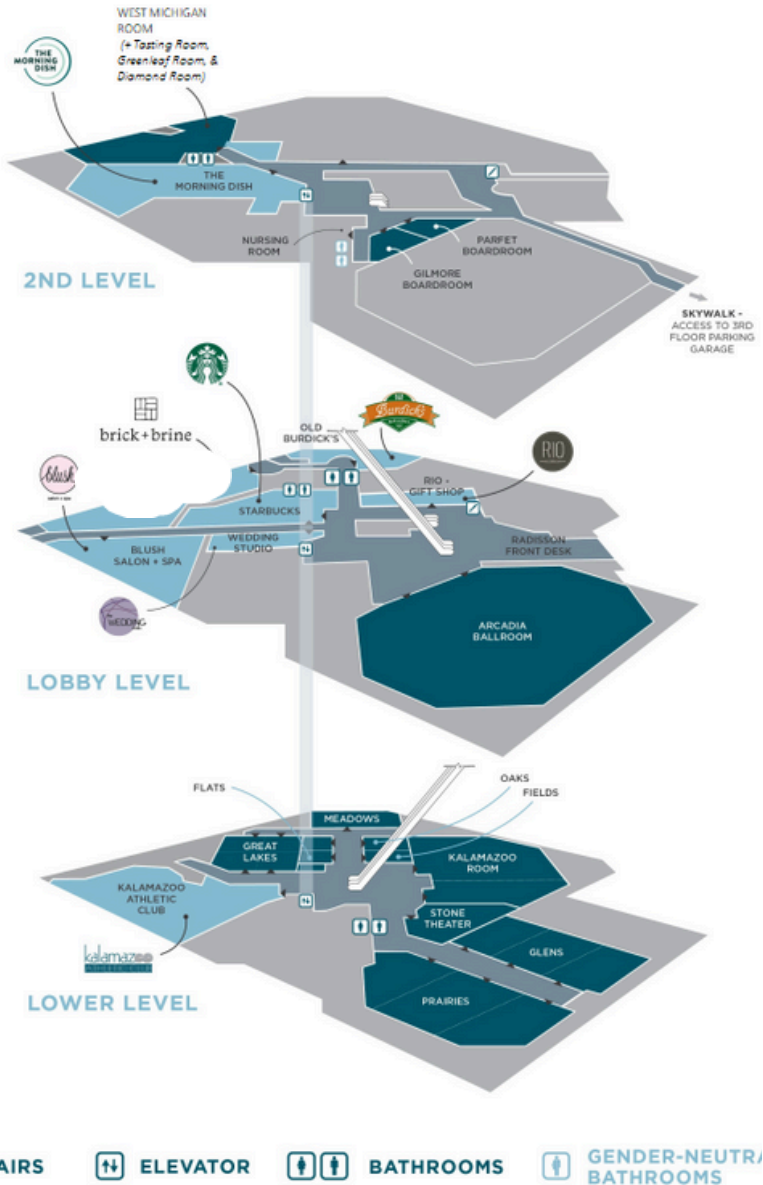
Freight Elevators (4):

Dimensions (W/H/D):

1. Dock: 6'x8'x9'; 4,000-lb capacity
2. Arcadia Ballroom 1: 6'x7.5'x8'; 4,000-lb capacity
3. Arcadia Ballroom 2: 6'x8'x9'; 4,000-lb capacity
4. Service: 4'x7'x9' (13' raised ceiling); 5,000-lb capacity



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Vendor Guidelines:

- Vendors are only permitted inside the exhibit hall/event spaces during contracted times
- Vendors are not allowed to adjust the layout and setup of the event spaces
- Vendors are required to secure cords and cables to the floor with gaffer tape
- The Radisson Plaza Hotel & Suites Kalamazoo does not permit:
 1. Vendors to use hotel ladders or scissor lift
 2. Vendors/guests to stand on hotel chairs or tables
 3. Vendors to place clings/stickers/labels/signage on the floor
 4. Vendors to pass out pre-packaged goods, bakery goods, or outside food/beverage goods of any kind unless previously contracted and permitted by the hotel

Outgoing Shipment Guide:

- If a vendor materials are to be shipped after an event, the vendor **MUST** provide their own outgoing shipment labels, affixed to the outgoing freight/small packages
- If you do not have labels, print prepaid labels in one of our Hotel business centers (lobby level)
- After the exhibit hall is closed, the Radisson Plaza Hotel & Suites Kalamazoo Shipping & Receiving Clerk and the Event Services team will transport all outgoing shipments **WITH AFFIXED OUTGOING LABELS** to the shipping and receiving dock (Water St.)
- Items will be shipped no more than two (2) business days after the event, once labels are affixed properly
- Hotel is not responsible for shipping costs associated with the event and/or any vendor packages
- Questions? Contact Radisson Plaza Hotel & Suites Kalamazoo Shipping & Receiving Department at (269) 226-3159; open Monday-Friday 8 AM to 4 PM EST

QUESTIONS?

Please Speak with Conference Event Coordinator

NO Outside Food and/or Beverage Allowed in Event Space UNLESS Purchased Onsite at One of the Below Radisson Plaza Hotel & Suites Outlets or Restaurants. Thank you!