

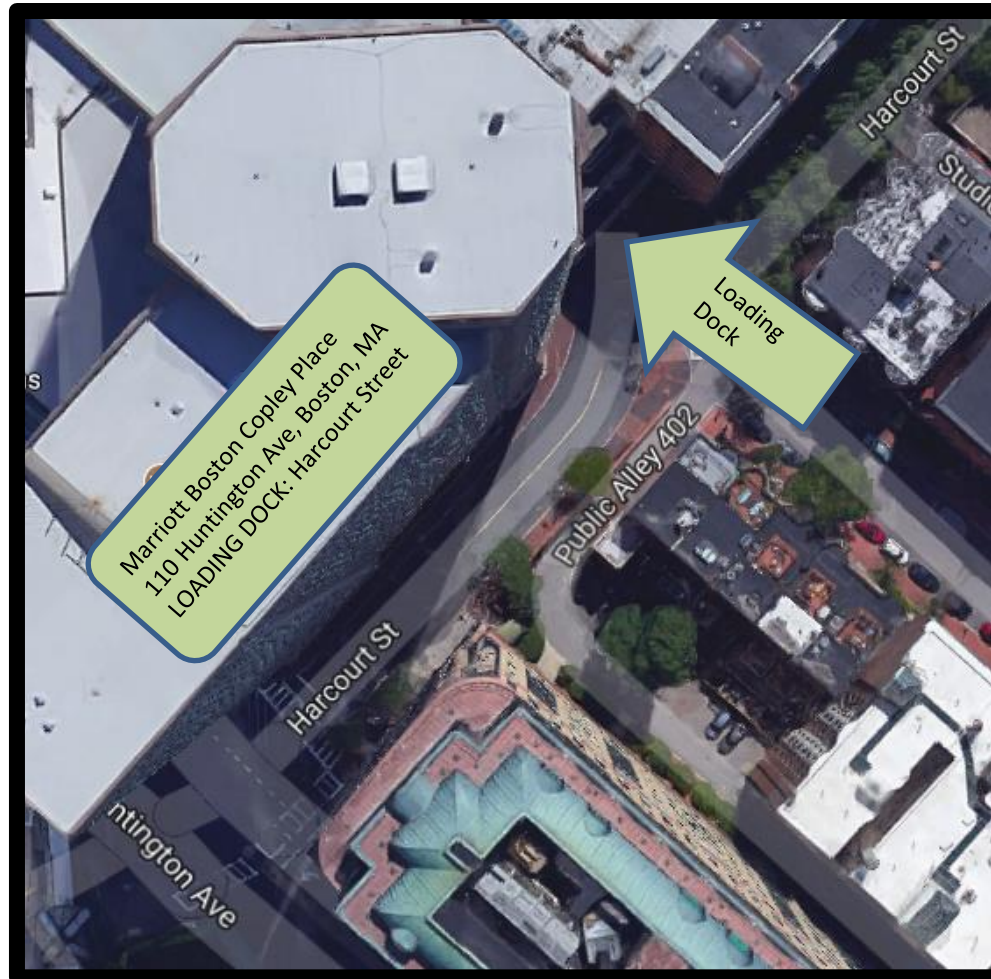


# Marriott Boston Copley Place Event Load-In Specifications

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

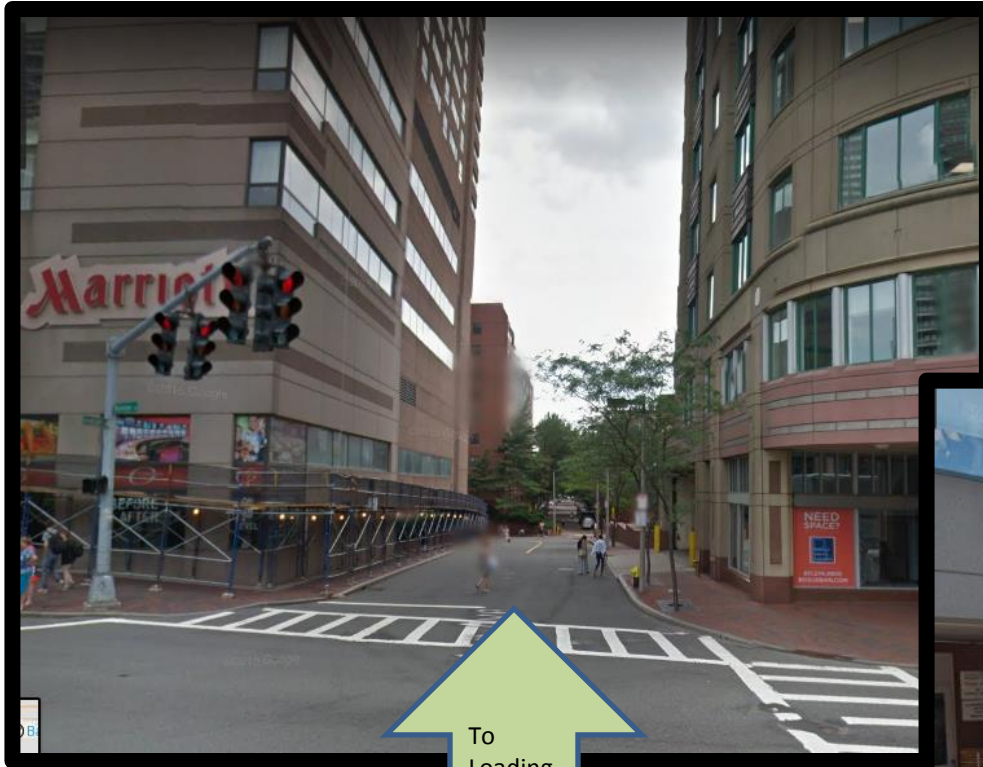


# Boston Marriott Copley Place Loading Dock: Harcourt Street



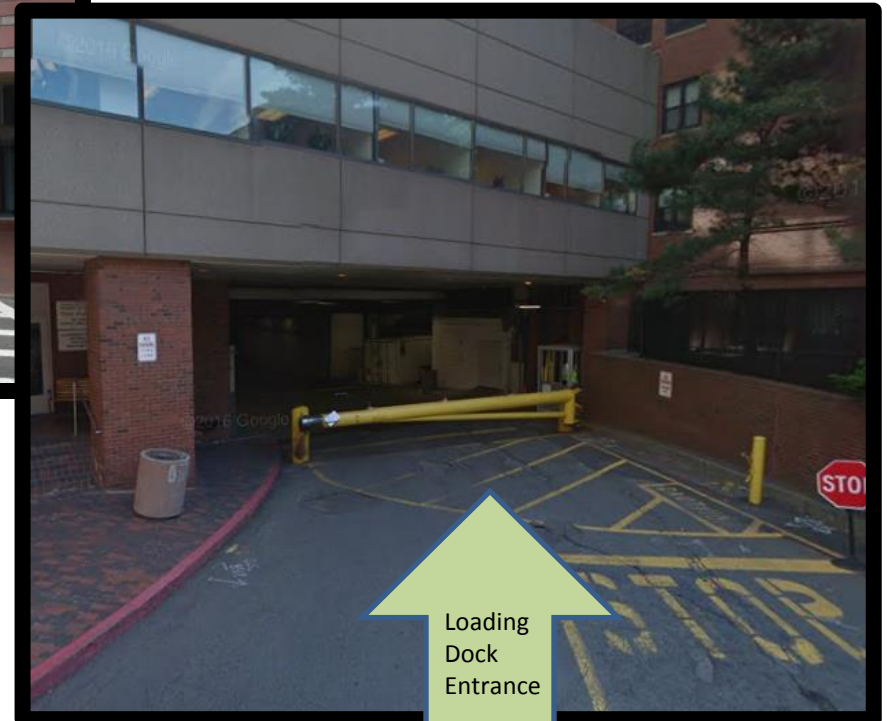


# Boston Marriott Copley Place Loading Dock: Street View



To  
Loading  
Dock

Please note: Harcourt Street is not a  
through street



Loading  
Dock  
Entrance



## 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 4<sup>th</sup> 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 4<sup>th</sup> 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.





## 3<sup>rd</sup> Floor Meeting Space



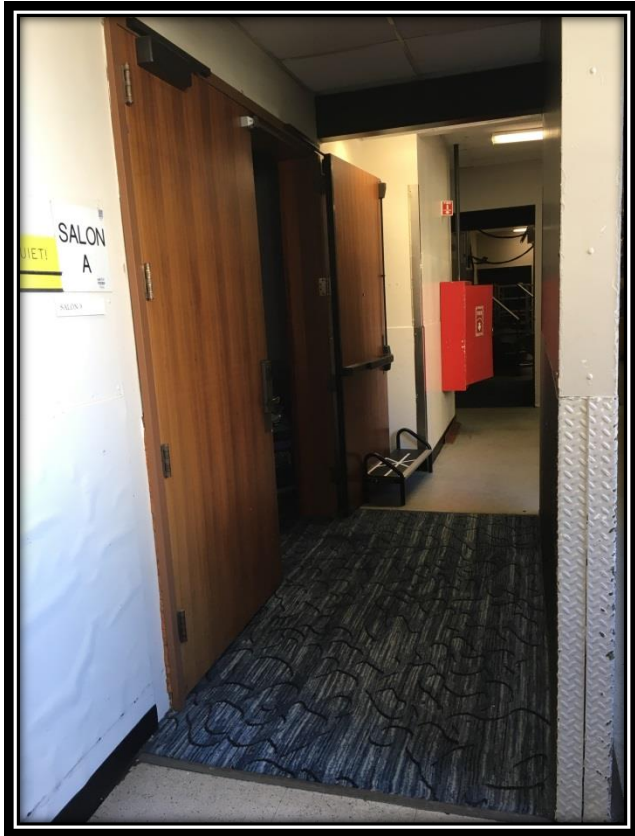
View to Back Bay Exhibition Center  
from Fright and 16A & 16B  
Width – 7'10"  
Height – 7'9"



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

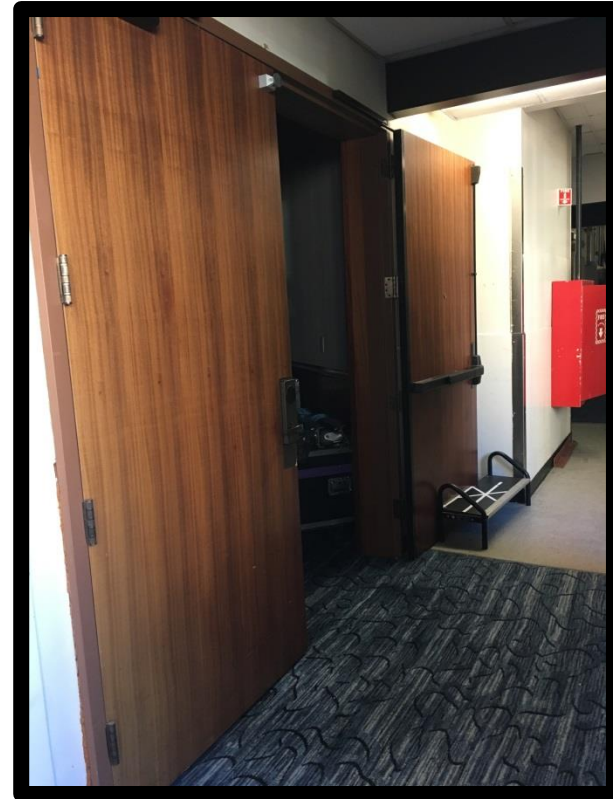


## 4th Floor Meeting Space – Salon A



Door way to Entrance

Width – 4'5"  
Height – 8'2"



Entrance to Salon A – D, via Salon A

Width – 7'4"  
Height – 7'8"

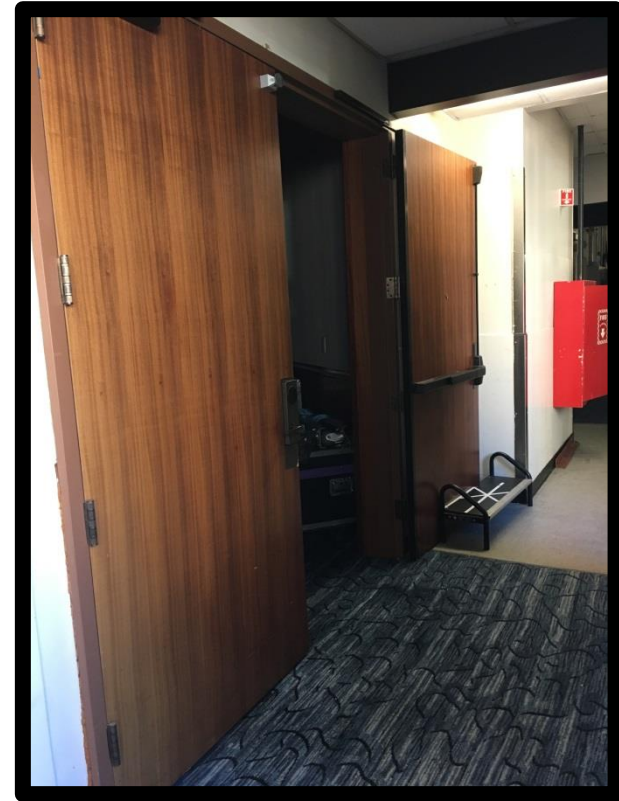


## 4th Floor Meeting Space – Salon E



Door way to Entrance

Width – 4'5"  
Height – 8'2"



Entrance to Salon E

Width – 7'4"  
Height – 7'8"

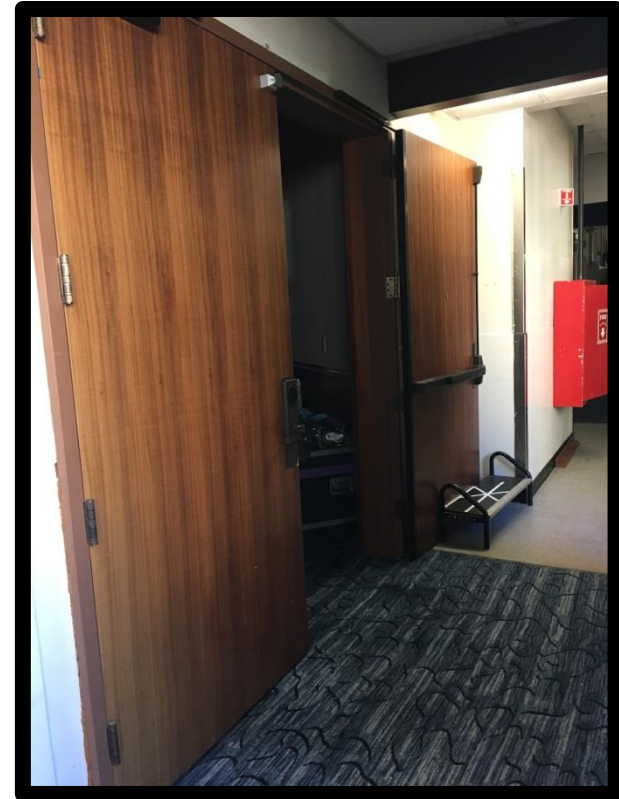


## 4th Floor Meeting Space – Salon F



Door way to Entrance

Width – 4'5"  
Height – 8'2"

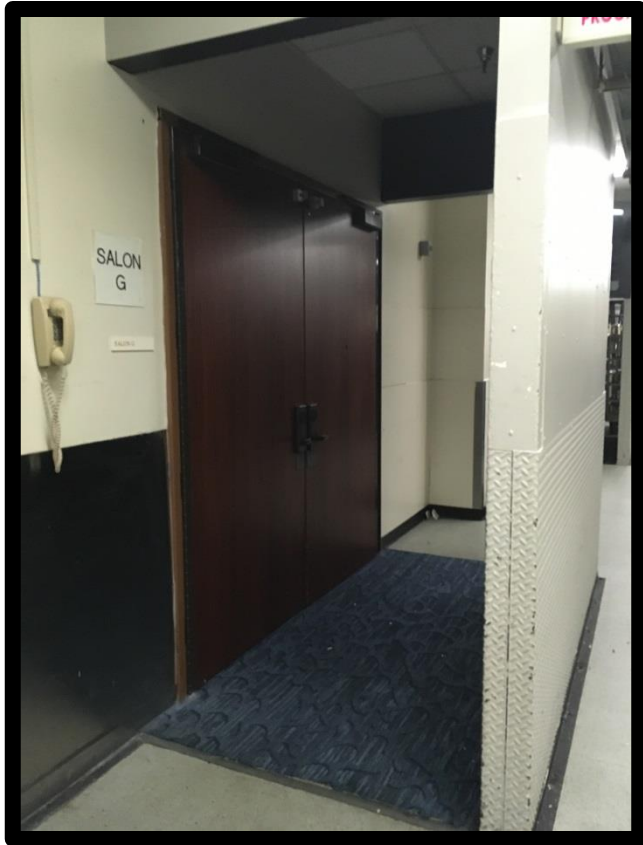


Entrance to Salon E

Width – 7'4"  
Height – 7'8"

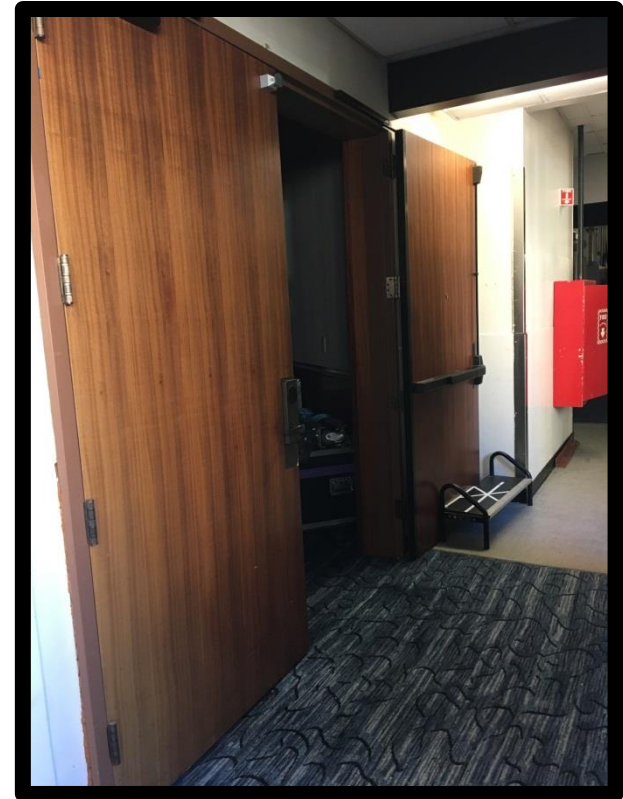


## 4th Floor Meeting Space – Salon G



Door way to Entrance

Width – 4'5"  
Height – 8'2"

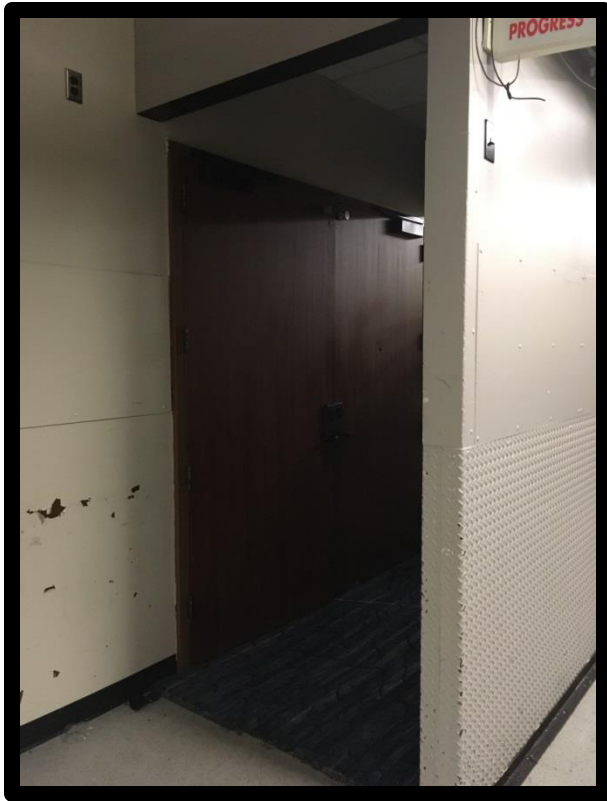


Entrance to Salon E

Width – 7'4"  
Height – 7'8"

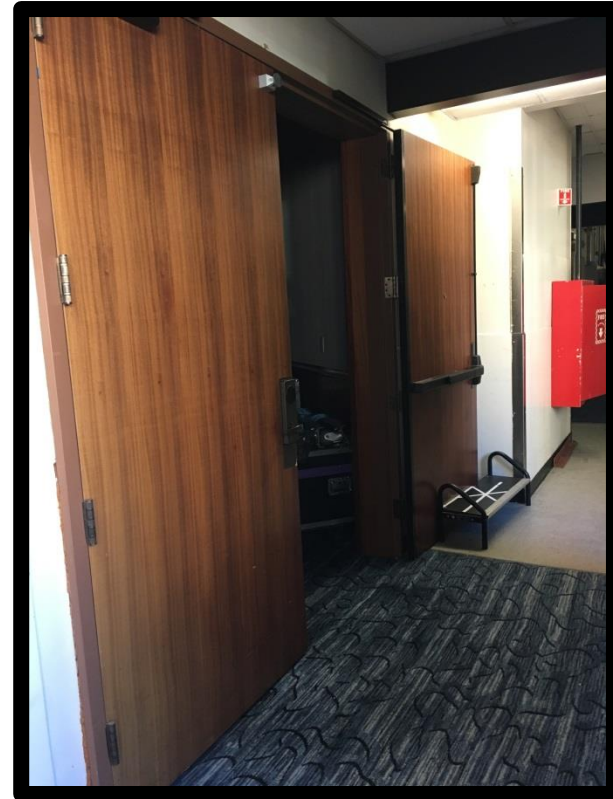


## 4th Floor Meeting Space – Salon K



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