

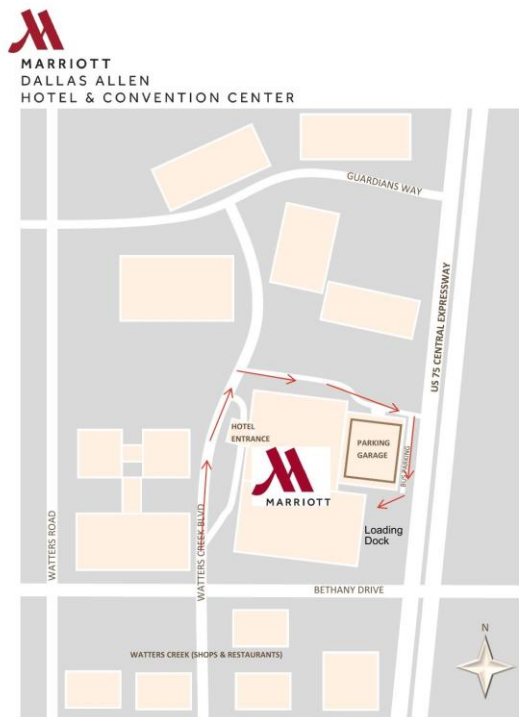
Loading Dock Guide

Vendor & Client Load-In Instructions

Address
777 Watters Creek Blvd
Allen, TX 75013
Phone
469.675.0800

This guide provides everything vendors and clients need to successfully load in for events at the Marriott Dallas Allen. Please read all sections carefully before arriving. For questions, contact your Event Manager in advance.

1. How to Find the Loading Dock



Marriott Dallas Allen is located on the northwest corner of Bethany Drive and US 75 Central Expressway.
Approximately 10 miles north of President George Bush Turnpike and 7 miles south of Sam Rayburn Tollway.

777 Watters Creek Boulevard | Allen, TX 75013 | 469.675.0800 | MarriottDallasAllen.com

The loading dock is located **behind the parking garage** on the south/east side of the property. Follow the steps below to navigate from the main road.

From US-75 Central Expressway:

- Exit at Bethany Drive and head west.
- Turn right onto Watters Creek Boulevard.
- The hotel entrance and parking garage will be on your right.
- Continue past the garage entrance and drive around to the **back (rear/south side)**.
- You will arrive at the open concrete loading dock area.

Parking map — Loading Dock is behind the Parking Garage (southeast side)

2. Loading Dock Overview

The loading dock is a large open concrete area featuring **three (3) truck bays** for unloading. The dock serves two separate event spaces — **Terrell Hall** and **Starlight Ballroom** — each with its own designated entrance. Review the photo and rules below carefully before arrival.



Loading Dock Area — Center roll-up door provides direct access to Terrell Hall. Entry door with orange cone (right side) is the Starlight Ballroom entrance — press intercom to be buzzed in.

Dock Rules — All Vendors & Clients Must Follow

- There are three (3) dock bays. One bay must remain accessible at all times — the hotel receives regular deliveries throughout the day.
- Do not block any bay while another vehicle is still loading or unloading. Coordinate with your team before arrival.
- All vehicles must be moved to the parking garage immediately after unloading is complete.
- No vehicles may be left at the loading dock at any time after load-in — no exceptions.
- Oversized vehicles that cannot fit in the garage must use the indent parking area behind the parking garage, or make prior arrangements with their Event Manager.

⚠ No vehicles may remain parked at the loading dock after load-in is complete. Failure to move your vehicle may result in it being towed at the owner's expense.

3. Load-In Instructions: Terrell Hall

Vendors and clients loading into **Terrell Hall** should use the **large center roll-up door** visible in the loading dock photo. This door provides direct, level access straight into Terrell Hall.

Step	Action	Details
1	Arrive at the loading dock	Drive to the loading dock behind the parking garage. Look for the large open concrete area.
2	Pull up to an open bay	Pull your vehicle forward to one of the three available dock bays. Do not block other bays.
3	Use the center roll-up door	The large roll-up door in the center of the building opens directly into Terrell Hall. Use carts or hand trucks to move equipment. The hotel does not provide carts or hand trucks.
4	Complete your unload	Unload all equipment and materials. Ensure your team is organized before pulling away from the dock.
5	Move your vehicle immediately	Once unloading is complete, drive your vehicle to the parking garage. Do not leave it at the dock.
6	Oversized vehicles	If your vehicle cannot fit in the parking garage, park in the indent area behind the garage or contact your Event Manager for alternate arrangements.

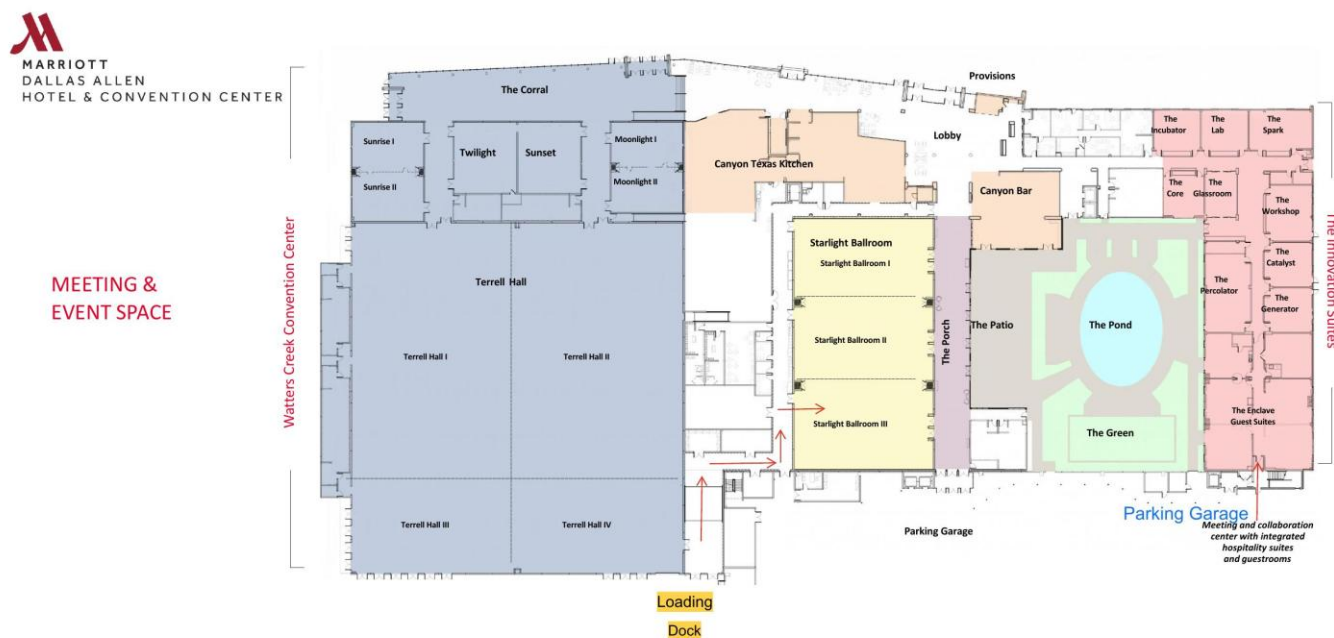
4. Load-In Instructions: Starlight Ballroom

Vendors and clients loading into **Starlight Ballroom** should use the **entry door on the right side of the loading dock** — the door with the **orange cone** visible in the dock photo. Press the intercom and wait to be buzzed in by hotel staff. Once inside, a back-of-house hallway leads directly to the rear of the ballroom.

Step	Action	Details
1	Arrive at the loading dock	Drive to the loading dock behind the parking garage. Look for the large open concrete area.
2	Pull up to an open bay	Pull your vehicle forward to one of the three available dock bays. Do not block other bays.
3	Locate the intercom door	Walk to the entry door on the RIGHT side of the dock — it is marked with an orange cone in the photo.
4	Press the intercom	Press the intercom button and wait. A hotel staff member will buzz you in. Please be patient during peak load-in times.
5	Follow the back-of-house hallway	Once inside, follow the back-of-house hallway to reach the rear entrance of Starlight Ballroom (see floor plan on page 4).
6	Complete your unload	Unload all equipment through the hallway into the ballroom. Coordinate with your on-site contact for room placement.
7	Move your vehicle immediately	Once unloading is complete, drive your vehicle to the parking garage. Do not leave it at the dock.
8	Oversized vehicles	If your vehicle cannot fit in the parking garage, park in the indent area behind the garage or contact your Event Manager or other arrangements.

5. Event Space Floor Plan

The floor plan below shows the full convention center layout. The **Loading Dock is at the bottom center**. Terrell Hall (large blue space, left) is directly accessible from the roll-up door. Starlight Ballroom (yellow, center-right) is reached via the back-of-house hallway from the intercom door.



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* Hospitality suites and dedicated guest rooms

6. Vehicle Parking Rules

Vehicle Type	Parking After Load-In	Notes
Standard vehicles	Parking Garage (main entrance)	Move immediately after unloading
Oversized / large trucks	Indent parking behind Parking Garage	Or by arrangement with Event Manager
Any vehicle	NOT permitted to remain at dock	Dock must stay clear at all times

7. Questions & Contact

For questions about load-in, oversized vehicles, or special arrangements, please contact your Event Manager **before your event date**.

Event Manager:	Jennifer Menard
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