

# KNOW BEFORE YOU GO

## VENDOR INFORMATION

### WELCOME TO HYATT REGENCY TORONTO

We are delighted to welcome you to Toronto! Should you require any assistance, please reach out to Guest Services at extension **0** from your room phone, or by texting **647 503 5412** anytime during your stay.

### PARKING

Self-parking is available with in and out privileges in our underground lot managed by Target Park.

### LOAD IN/OUT

All materials must be removed from the hotel at an agreed upon load out time discussed with your Event Sales Manager. The hotel is not responsible for any items left at the end of the function unless prior arrangements have been made. We only require floor coverings (visque) if items are being dragged.

### LOADING DOCK

Our loading dock is located at the back of the hotel on Lane North King East Peter. This loading dock provides access to the hotel meeting rooms and service elevators. Any load-in/load-out must be discussed prior to arrival with your Event Sales Manager to coordinate with hotel security.

This dock is a shared space so we ask for load ins/outs to be efficient. There is more flexibility after hours or on weekends.

The dock has 1 bay and is at dock height. We do not have a leveler.

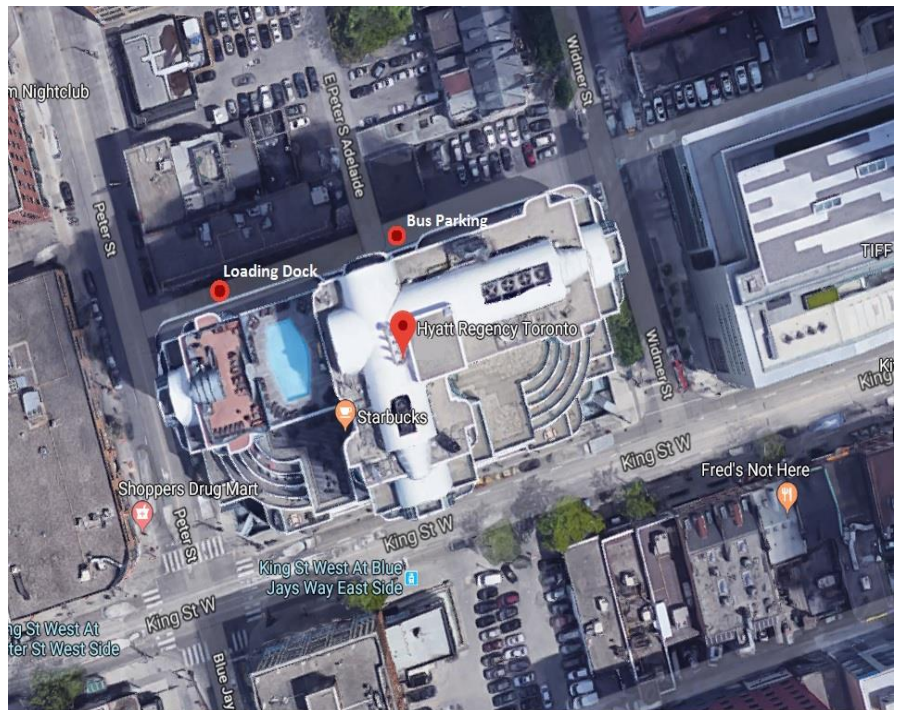
Our truck height capacity is 13 feet, 10 inches. We can handle a straight axle. Semi's will not fit. The door from the Loading dock to the interior is 82 Inches by 68 Inches.

### FREIGHT ELEVATOR

Our freight elevator can be accessed at the loading dock and provides access for large items up to the Mezzanine Level of the hotel. It is available at any time of the day however it is based on the availability of the King Ballroom. Any load-in/load-out must be discussed prior to arrival with your Event Sales Manager to coordinate with hotel security.

#### Dimensions

- The doorways to the car are 8 feet wide by 8 feet high.
- The actual cab size is 10 feet wide by 19.5 feet long.
- Cab height is same as entrance way – 8 feet.
- The maximum capacity is 4545 KG



**370 King Street West  
Toronto ON Canada**

**T: 416-343-1234**

