

UNION DEPOT DELIVERY INSTRUCTIONS

Vendor Deliveries at a glance:

- Union Depot **does not** have moving equipment on site for vendors (please come prepared with carts or dollies)
- All **large items** must be delivered through the loading dock
- Ring the doorbell when you arrive at the loading dock & state what event you are making a delivery for (you **MUST** bring your delivery up to the event space)
- No deliveries can be left in the loading dock without prior clearance**
- The loading dock is first come first served. Please move your vehicle immediately after unloading
- All vendors can park in the **VENDOR LOT** directly across from the loading dock. Code is: **1598#**
- Please call the Union Depot Security Control Center: **651-202-2717** for questions or concerns

Directions to the Loading Dock:

- Take Kellogg Boulevard to Broadway Street (near the Lot B parking garage at the Union Depot)
- Go past the parking garage entrance on the right and straight up the ramp towards the bus platform**
- The driveway will loop around to the right and you will see the loading dock at the end of the platform
- Large trucks use Dock 2 / Small trucks & vans use Dock 1
- Please **use caution** when using the loading dock garage doors & lift

Entering the Building & Event Spaces:

- The service elevator is at the base of the long sloped hallway (**go to Floor 1**)
- The **Waiting Room** is directly off the service elevator on floor 1
- To access the **Red Cap Room / Veterans Gallery / or the Riverview Conference** room take a left once you come off the service elevator and go into the Kellogg Entry through the double doors. You will then take **elevator 6 to floor 2**.

