

UNLOADING SHIPPING INSTRUCTIONS

SHIPPING:

ATTEN: CONFERENCE CENTER – (Conference Manager Name)
“Conference Name & Guest Name”
4216 S. Hwy 69/75
Durant, OK 74701

It is best to have someone sign for the package. There are several drop-off areas, so this helps us navigate these packages to our office.

UNLOADING IN THE FRONT:

Pull through the drive PAST the Valet and ask for a Bellman to assist. The Bellman must stay with the cart. Tipping is encouraged but not mandatory.

UNLOADING ON THE DOCK:

Refer to attached map

1. Stop at Security desk inside Security Entrance to obtain a temporary badge.
 - a. NOTE: you will have to LEAVE your ID with the guard.
2. Pull up to Dock 26 and wait for the door to open.
 - a. NOTE: work with the Conference Service Manager to schedule times for a Security Guard.
3. Unload all your items to the designated room and return your temporary badge.
4. Park your vehicle in Guest Parking and walk to the conference space.
 - a. NOTE: Unless you valet, Level 2 of North Garage (behind Dock 26) is the closest Guest Parking.



UNLOADING AT THE EVENT CENTER:

3702 Choctaw Rd, Durant, OK 74701

Refer to attached map

1. Turn into the Event Center entrance.
2. Pull around to the back to the Event Center.
3. Unloading area is at the Northeast Corner.



UNLOADING SHIPPING INSTRUCTIONS

SHIPPING:

ATTEN: CONFERENCE CENTER – Megan Mackey
"NTICC 2024-GUSET NAME"
4216 S. Hwy 69/75
Durant, OK 74701

It is best to have someone sign for the package. There are several drop-off areas, so this helps us navigate these packages to our office.

UNLOADING IN THE FRONT:

Pull through the drive PAST the Valet and ask for a Bellman to assist. The Bellman must stay with the cart. Tipping is encouraged but not mandatory.

UNLOADING ON THE DOCK:

Refer to attached map

1. Stop at Security desk inside Security Entrance to obtain a temporary badge.
 - a. NOTE: you will have to LEAVE your ID with the guard.
2. Pull up to Dock 26 and wait for the door to open.
 - a. NOTE: work with the Conference Service Manager to schedule times for a Security Guard.
3. Unload all your items to the designated room and return your temporary badge.
4. Park your vehicle in Guest Parking and walk to the conference space
 - a. NOTE: Unless you valet, Level 2 of North Garage (behind Dock 26) is the closest Guest Parking.



UNLOADING AT THE EVENT CENTER:

3702 Choctaw Rd, Durant, OK 74701

Refer to attached map

1. Turn into the Event Center entrance.
2. Pull around to the back to the Event Center.
3. Unloading area is at the Northeast Corner.

