

Delivery to Carolina Ballroom:

1. MUST be able to fit in the garage (7ft height limited).
2. Drive to the 3rd level and they will see an orange post in front of a double door with a Francis Marion Gold Plaque.
3. Go through doors and goes straight into the Carolina Ballroom on Carolina Ballroom B.
 - a. Must let us know when they are coming because this door is locked. You can station a staff member to man this door at a set time.

Delivery to Poinsette or Carolina Ballroom (if vehicle is over 7ft):

1. From King Street turn on to Calhoun Street. They will pass the Francis Marion Calhoun Street entrance. You can see the blue awning in the right corner of the picture (see below). They will pull past that or park in the loading zone on the side of the street.
2. Going to use the double doors shown below in the picture to load into the delivery doors for the hotel. There is a Francis Marion Hotel Delivery sign on the door.
3. They will go through those doors and follow the hallway to the service elevator.
4. On the service elevator they will need to push the M for the Mezzanine level.

This delivery area is for large items. If they are bringing a box or two, they can pull up to the front and get a bell cart and bring it up to the Mezzanine level. If they are staying at the hotel they can valet or self-park after they off load. If they are not staying at the hotel they will need to self-park after they off load in the valet lane.

