

**Requirements For Allowing Automobiles In The  
Grand Ballroom at the  
Sheraton Vancouver Wall Centre Hotel**

**Note** - Maximum dimensions for Ballroom access is 7' 8" wide and 6' 7" high.

**Car Preparation**

- fuel tank must be virtually empty (maximum ¼ tank)
- battery must be disconnected once car is placed
- mats or similar product for under wheels, in addition to any area that oil may drop
- car must be dry and clean

**Placing, and removing the vehicle from the show location**

- Enter car through the Hornby Street hotel parking entrance (located between Helmcken Street and Nelson Street). Follow signs down to sign that directs to the South Tower P2 parking and turn left. The entrance to the Grand Ballroom is the two double doors that are on the right side about 10 metres after you turn left. Have a banquet manager on duty paged so that they can open the doors to allow you access to the room.
- wheels are not to be turned unless the car is in motion
- Once inside the room the vehicle must be pushed (engine not running) due to smoke detectors
- a portable fire extinguisher must be readily available at all times

**General Guidelines**

- The Sheraton Vancouver Wall Centre Hotel shall not be held liable for the loss or destruction of any goods, materials, personal belongings, business equipment or property of any kind brought on site or left on site following the termination of the event. Vehicles must be removed from the banquet room at the end of the function, unless reserved on a 24-hour basis. Security of any items left unattended is the responsibility of the lessee. Security can be arranged at the rate of \$30.00 per hour with a minimum of four hours.
- Keys for the vehicle must be left with the Banquet Manager on duty
- Please coordinate with the Banquet Manager the timing and location for moving in the vehicle. Please call 604-893-7204. If you get voicemail, please dial "0" and have the hotel switchboard page the Banquet Manager on duty.

***last updated Jan 16/09***