



# Vendor Deliveries Info Sheet

**\*Please send to all of your vendors**

## **Deliveries and Parking- IMPORTANT- PLEASE READ ALL INFORMATION**

***Rio Plaza does not have any "FREE parking spots" or allow vendors to drop off for free.***

- Our address is **245 E. Commerce, San Antonio, Texas 78205** (we are located on the corner of Commerce and Navarro).
- All downtown **parking is PAID lots/garages**, most accept cash and some accept credit cards.
- Make sure to ask **what floor** and **room name** the event is on. (River Level, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Floor)
- Make sure you **pay for parking** or you will be possibly booted and/or towed at your own expense.
- Laz Parking Lot (Third Party company manages the parking lot in front of building).
- Crockett Street has a commercial loading zone or you can pay for parking and unload any deliveries.
- Parking starts at \$10 and goes up to \$25 for all day. Make sure to read all the signs before you leave your vehicle.
- Vendors are allowed to come *3-4 hours* prior to the event start time, please schedule with Rio Plaza manager/coordinator. Call Traci at 210-293-6110 or Melanie at 210-293-6113 to set up delivery time.
- Use service elevator for ALL deliveries and loading/unloading.
- **DO NOT HOLD ELEVATOR DOOR OPEN** (\$2000-\$3000 in possible repair charge)