Parking for Event/Meeting/Conference Attendees

Main Street Parking Lot

1) Park your vehicle and remember your space number

2) Walk to the parking meter by the entrance to the parking lot or by the exit at the Rotunda (left) side

3) Press any key to activate the machine

4) Display shows: “Pay by Space Number. Enter Space Number”

5) Enter your space number and press “OK”

6) Display shows: “Press Number on Keypad to Select Options: 1) All Day Rate 2) TJ’s 3) Lemaire 4) Group ABC”… (The selections will change hourly, depending on what is going on at the hotel)

7) Press the number next to your group (you might have to press 5) more selections… to find your group)

8) The total amount due will be displayed. Payments can be made in cash or by credit card. ATT: All cash payments have to be exact! The machine is NOT giving out change!

9) The machine will print a receipt (the receipt does NOT have to be displayed in the car)