



Parking for Event/Meeting/Conference Attendees

Main Street Parking Lot

- 1) Park your vehicle and remember your space number
- 2) Walk to one of the parking meters, located at each exit of the Parking Lot
- 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)

