



Rhode Island Convention & Entertainment Complex

Rhode Island Convention Center & Dunkin Donuts Center
99 West Exchange Street, Providence, Rhode Island 02903-1814
Telephone (401) 458-6339 Fax (401) 458-6335
Email: rsepe@smgricc.com

Parent Parking Pass Order Form

Name of Event _____ Event Dates _____

Company Name _____ Phone # _____ Fax # _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Signature _____ Date _____

Parking passes will not be available for pick up until the first day of event.

All parking passes can be picked up at the North Garage Parking Office located on the 1st Level of the North Garage on 99 West Exchange Street.

Parent Parking Pass Information

The pass is valid for **6 in/out uses** which will automatically countdown to "0" with each complete use.

The pass will not work after the last use.

The pass **does not** allow consecutive entries or exits. A vehicle must enter to exit and exit to enter.

The pass **will not** work properly if used by more than one person or for more than one vehicle.

Step 1:

Choose the number of passes that you need.

Step 2:

Fill in the chart below to create a Grand Total for your parking pass purchase.

Step 3:

Send in completed form and payment information to North Garage Parking Office via fax or e-mail.

Step 4:

Pick up parking pass at the North Garage Parking Office upon arrival for your event.*

Parent Parking Pass	=	\$75.00	x	Number of Passes	=	Grand Total
				_____		\$ _____

- Valid ID needed for Parking Pass pick-up.
- Parent Parking Passes offer in and out access to the parking facility and guaranteed parking.
- The parking facility is directly connected to the Rhode Island Convention Center, Omni Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- To avoid unsafe traffic conditions in the garage, take a parking ticket upon arrival, check into your hotel or event and walk to the North Garage office to pick-up/purchase a pass. Office is located on the 1st level of the North Garage on 99 West Exchange Street.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card.

Please read policies on the second page of this form



Instructions and Terms of Use Parent Parking Pass

1. Preferably, parent Parking Passes may be purchased in advance via fax, e-mail, or at the North Garage Parking Office on the 1st level of the North Garage on 99 West Exchange Street.
2. Payment in full must be rendered prior to pick up of pass or passes.
3. Passes are available upon arrival, however rates are subject to change without advanced purchase of the Parent Parking Pass or without notice.
4. **To avoid unsafe traffic backups in the garage if purchasing upon arrival, take a parking ticket, check in to the hotel or event and come to the North Garage office to purchase a pass.**
5. Following purchase, do not take a ticket from the dispenser. The pass must be used to enter **and** exit.
6. Insert the pass in the reader slot upon entry **and** exit as indicated by the arrow on the pass. The number of uses remaining is displayed on the booth display.
7. When the pass is removed from the reader, the gate arm will raise.
8. Notify the attendant or press the help call button for assistance if you are experiencing difficulty using your pass.
9. Do not expose the pass to magnets, cell phones or extreme temperatures. Protect the black magnetic strip on the back of the pass and do not bend.
10. Passes are based on a flat rate of **\$75** for **6** complete in and out uses.
11. Parent parking passes guarantee parking, but do not provide assigned parking.
12. Parent Parking Passes are for registered attendees only. Each Parent Parking Pass allows only one vehicle access during one time period.
13. Height limitation of the facility is 6 feet 9 inches.
14. The RICC parking facility has handicap parking on all levels of the parking facility. Parking for handicap conversion vans is available with authorized Handicap License Plate.
15. The RICC parking facility reserves the right to suspend parking privileges.
16. There are no refunds for any parking pass that is not picked up prior to the start of an event. Refunds will only be allowed for cancellations made 72 hours prior to an event. No exceptions.
17. Advanced / Faxed order receipts can be obtained at the Garage Parking Office on the 1st level of the North Garage on West Exchange Street.
18. This form must be filled out completely in order to process.

This statement limits our liability. Neither the Rhode Island Convention Center Authority nor any of its representatives shall be responsible for your vehicle or its contents. Please remove all valuables, close windows and lock your vehicle.

Please return this form to the North Parking Garage Office.

Questions regarding service should be directed to the North Parking Garage Office:

**Rhode Island Convention Center
99 West Exchange Street
Providence, RI 02903
Robert Sepe, Manager (401) 458-6339
Fax (401) 458-6335**

