



SHIPPING INSTRUCTIONS

1. Please Include the below information on the label.
 - Attention: Name of Group Contact
 - Name of Event:
 - Name of Event Manager:
 - Date(s) of Function:
 - Address: Atlanta Evergreen Marriott Conference Resort
4021 Lakeview Drive
Stone Mountain, GA 30083

2. If shipping multiple boxes, please include number of boxes such as below:
 - 1 of 3
 - 2 of 3
 - 3 of 3

3. Please include any special instructions – ie. Send to the guest room or send to the function room designated for your meeting

4. After shipment, please email your Event manager the following information:
 - Shipping Company (FedEx, UPS, Etc)
 - Tracking Number
 - Estimated Time of Delivery

The Atlanta Evergreen Marriott is pleased to offer a 10-box onsite complimentary storage 3 days prior to the event date(s). Excess boxes will incur an additional \$10 storage Charge Each



ATLANTA EVERGREEN Marriott.

CONFERENCE RESORT

SHIPPING AND RECEIVING PRICING STRUCTURE

HOURS OF OPERATION:

MONDAY-FRIDAY 6:30 A.M.-3:00 P.M.
(ADJUSTED BASED ON DEMAND)

INCOMING PARCEL FEE

- \$10.00 process and handling fee per parcel. (Includes exhibitor road cases)

OUTGOING PARCEL FEE

- \$35 processing and handling fee per parcel on guest or hotel account. (Includes exhibitor road cases)
- Shipping available via FedEx/UPS/ on guest account.
- Rates and service fees charged according to service provider's table rate.
- LABOR SERVICES (Including pack and ship) \$ 25.00 per hour with a four hour minimum.

PALLETED FREIGHT--- INCOMING / OUTGOING

<u>WEIGHT</u> (IN POUNDS)	<u>PROCESS AND HANDLING</u> (INCLUDES 3 DAYS OF STORAGE)	<u>ADDITIONAL STORAGE</u> (PER DAY)
0-500 LBS	\$150.00 PER PALLET	\$25.00
501-1000 LBS	\$300.00 PER PALLET	\$25.00
1001-1500 LBS	\$350.00 PER PALLET	\$25.00
1501-2000LBS	\$500.00 PER PALLET	\$25.00

STORAGE

Storage is considered to be each day of the week and weekend as well as holidays.

- 3 DAYS of storage are complimentary.
- On Day 4 the storage charge is \$25 per day per pallet.
- On Day 4 the storage charge is \$10 per day per parcel.