



## Shipping Instructions

All Materials should be addressed as follows:

NAME OF THE GROUP

GUEST NAME

Number of boxes (i.e. 1 of 5, 2 of 5...etc)

4355 Ashford Dunwoody Rd

Atlanta, GA 30346

770-395-7700 (Hotel Main Number)

- Packages must be sent pre-paid to the above address no more than Two (2) business days prior to the event.
  - \$10.00 per box under 20 lbs.
  - \$25.00 per box between 21-50 lbs.
  - \$75.00 per box 51 lbs and over and \$150.00 per pallet.
- Boxes arriving more than two (2) business days prior to meeting dates and stored more than two (2) business days past meeting dates are subject to additional storage fees.
- Charges can be posted to guestrooms or can pay with a credit card.