

**SHIPPING AND RECEIVING PACKAGED GOODS
SHERATON ATLANTA HOTEL**

We suggest the following guidelines to ensure efficient package delivery for your conference. Please inform your attendees of the following and the charges associated with delivery. If we can assist with any special needs for your group, pertaining to shipping and receiving, please alert the Convention Services Manager working with your conference.

- All boxes/packages sent to the hotel need to be clearly marked with the following information:
 - Attendee's Name and Arrival Date
 - Name and Date of Conference
 - Hotel Convention Services Representative's Name

For example: Mr. Joe Guest (Hotel Guest Arriving 11/03/06)
Sheraton Atlanta Hotel
165 Courtland Street
Atlanta, GA 30303
Conference Name/Date: ABC Corp. Meeting (11/2 – 11/4/2006)
Hotel Representative:
 - As storage space is limited, please do not send boxes more than **3 days in advance**. If shipments arrive prior to 3 days before the meeting, the hotel will refuse delivery. **We cannot accept C.O.D. shipments**. All refused shipments will be accompanied by a Hotel signature. If no signature, delivery was not attempted.
 - If multiple boxes are expected in a shipment, please label consecutively. This will determine if the entire shipment is received. For example, if 4 boxes are being shipped, label each box as: **1 of 4, 2 of 4, 3 of 4 and 4 of 4**.
 - Pallets being delivered would require a truck with a lift gate and with a clearance of no higher than 11 feet.
 - Any material received that cannot be stored in the secured area will be secured in meeting room space at current room rental rates, if available. You will need to inform us of all shipments expected and the arrival date. If a meeting room is not available, the shipment may be refused.
 - When your meeting concludes, we can assist you in shipping boxes out of the hotel for a nominal fee. Charges can be posted to your group master account or to your guest room folio. We cannot, however, accept responsibility for packaging or sealing boxes. A hotel shipping form must accompany shipments.
- All the major carriers have regular scheduled pickups from the hotel Monday through Friday.
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| FedEx pickup: | 6:00pm |
| UPS pickup: | 12:00pm |
| Saturday deliveries (By Request Only): | 9:00am – 10:00am |
- For conventions and expositions, all freight/materials must be consigned through a **show management company** and/or their designated sub-contractor and drop-shipped by the decorator/drayage firm on the day of the exhibit set-up. We can recommend local drayage companies. For those attendees who choose to disregard the drayage service and have freight/materials sent to the hotel, a service charge will be accessed at the following rates:
 - \$25 per package measuring at least 24"x36"
 - \$5.00 per package measuring less than 24"x36"
 - For those events not utilizing a show management company, package charges will be posted to the group master account or to the attendee's individual room folio or credit card.

Loading Dock Information

The Sheraton Atlanta Hotel has three receiving docks, they are as follows:

The *Ellis Street Main* and *Andrew Young International Boulevard* Docks may be accessed at anytime however advanced notice of loading/unloading is required.

The *Ellis Street Kitchen Dock* may be accessed after 5:00 pm with advance notice.

Andrew Young International Boulevard Dock:

- 9' 8" Clearance/height
- 13' Entry width
- Truck must have a lift gate and at minimum a pallet jack.
- Visqueen is required to cover the carpet upon move in, provided by client/or transportation company. May be purchased from Hotel.
- This is a direct drive-up roll-up door, level to the floor of our Exhibit Hall.

The Ellis St. dock dimensions:

- 11' height clearance
- 11'11" width
- Each truck must have lift gate and at minimum a pallet jack

Ellis Street Kitchen Dock

- 12'9" inches height clearance
- 16' foot width
- Each truck must have a lift gate, pallet jack, and or fork lift. This dock can only be used after 5:00 pm or on weekends with notice.

The *Ellis Street Main* and *Andrew Young International Boulevard* Docks may be accessed at anytime however advanced notice of loading/unloading is required.

The *Ellis Street Kitchen Dock* may be accessed only after 5:00 pm with advance notice.

In the event that additional labor is required to load/unload a fee of \$25 per person per hour will be levied.