

All exhibitor material should be shipped as follows:

ATTN: GUEST NAME - COMPANY

Hold For: EVENT NAME

EVENT DATE

165 Courtland Street NE

Atlanta, GA 30303

Box (es) _____ of _____ (Multiple boxes MUST be numbered)

Cost associated with shipping:

DESCRIPTION	CHARGE
Receiving / Handling / Delivery <i>Boxes and Individual Packages</i>	<ul style="list-style-type: none">• 0 to 5 Pounds = \$5.00 each• 6 to 20 Pounds = \$10.00 each• 21 to 50 Pounds = \$15.00 each• Over 50 Pounds = \$25.00 each• <i>Charges assessed per each Individual Box/Package</i>
Receiving / Handling / Delivery <i>Pallets</i>	\$75.00 each
Receiving / Handling / Delivery <i>Crates</i>	Please contact your Catering or Convention Service representative in advance with specific details regarding size, shape, weight. Charges will be determined based on this information.
Storage	No Storage fees will apply for the first (3) three days prior to the start of an event. If Storage exceeds three (3) days, a \$25 per item per day Storage Fee will be added. Bundled units (ie: Pallets) will be charged @ \$25 for each piece contained in the bundled unit.
Outbound Processing	\$5.00 per Box/Piece Minimum Fee Note that this charge applies whether guest uses own personal shipping account, uses hotel's account (with charges posted to the master account), or provides a credit card.