

Shipping & Handling Details

1. Shipping & Handling

- A. Packages should be addressed as follows:
 - Guest Name & Guest Cell Phone
 - Atlanta Marriott Marquis
 - 265 Peachtree Center Avenue
 - Atlanta, GA 30303
 - HOLD FOR: QSR/FSR - September 3-5, 2024
 - Box # of # (if multiple boxes in shipment)
- B. Packages should arrive between 8/29/24 and 9/3/24.
- C. Shipping questions can be directed to FedEx at usa0363@fedex.com.

2. Package Delivery/Pickup

- D. You can pick-up your packages at the FedEx Office or have them delivered to your exhibit table. If you wish to have your packages delivered, they must have your payment information on file at the FedEx Office.
 - a. You can call FedEx at 404-586-6190 to schedule delivery of your packages to your exhibit table.
 - b. The Atlanta Marriot Marquis does not utilize credit card authorization forms. If you would like to put your credit card information on file for material handling, delivery and/or storage fees, you must call the FedEx Office at 404-586-6190. Must be completed and returned to FedEx prior to event to schedule delivery

3. Storage

- E. If you need to store empty containers, you must coordinate storage with FedEx which can be done by calling 404-586-6190.

4. Outbound Shipping

- F. Outgoing packages should be dropped off in the FedEx store located on the Marquis level of the hotel. Outgoing packages need to have shipping labels on them prior to being dropped off.
- G. Shipments requiring loading dock and/or usage DO NOT need to be scheduled with the hotel
 - a. Freight elevator dimensions are 10' h x 20' deep x 92" wide.

5. Perishable Items Shipping & Handling

- H. Clearly mark perishable packages as **Fridge or Freezer** for appropriate storage.
- I. Packages should arrive between 8/29/24 and 9/3/24.