

Out-going:

- ◆ We will be happy to assist you with the outgoing handling of your packages. If you did not bring with you the necessary return shipping labels/airbills, please feel free to pick some up at the Business Center. Packing tape can also be supplied by the Business Center.
- ◆ Please pack up your materials/packages, seal them, place the appropriate labels/airbills (with billing information) on them and leave them at your booth for processing.
- ◆ If you are having a courier pick-up, please notify the Business Center regarding who the courier is and when they are scheduled for pickup.
- ◆ Large crates and cases need to be taken to the dock area, however the Business Center will still assist with making the arrangements.
- ◆ ECCH will make every effort to return shipments via UPS and charge the credit card provided for the service within 24 hours after the closing of the exhibition. Any package not removed due to insufficient shipping information provided by the vendor or no information provided by the vendor will incur a daily holding fee of \$50/day
- ◆ Please call the Business Center with any questions. 404-712-6036

Fax or mail completed form to:

**The Emory Conference Center and Hotel
Conference Planning Department
Attn: Epiphany Stephens
1615 Clifton Road
Atlanta, GA 30329
Phone: 404-712-6195 Fax: 404-712-6235**