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## RENAISSANCE®

ATLANTA WAVERLY HOTEL &  
CONVENTION CENTER

We suggest the following guidelines to ensure efficient package delivery for your conference. Please inform your attendees and/or vendors of the attached charges associated with inbound and outbound handling fees are provided by the UPS Store located on the 2<sup>nd</sup> floor of the hotel. If there is any collateral regarding shipping please include UPS as the contact. The hotel does not manage the shipping although we partner with the store with guests and groups.

- All boxes/packages sent to the hotel need to be clearly marked with the following information:
  1. Attendee's/Vendor's Name and Arrival Date
  2. Name and Date of Meeting/Conference

**For example: Mr. Joe Guest (Hotel Guest Arriving 11/03/06)**  
**Renaissance Atlanta Waverly Hotel & Convention Center**  
**2450 Galleria Parkway SE**  
**Atlanta, GA 30339**  
**Conference Name/Date: ABC Corp. Meeting (11/2 – 11/4/2006)**  
**Contact Number (000)-000-0000**

- 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.
- 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**.
- 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, UPS Store can assist you in shipping boxes out of the hotel for a outbound fee. Charges can be posted to your group master account or to your guest room folio.

### **Loading Dock Information:**

The **Renaissance Atlanta Waverly Hotel & Convention Center** has one receiving dock. Each truck must have lift gate and provide their individual pallet jack.

## The UPS Store®

The Renaissance Atlanta Waverly Hotel and Convention Center  
2450 Galleria Parkway SE  
Atlanta, GA 30339  
Staff6356@theupsstore.com



Store Hours: Mon-Fri: 7:30am – 6:00pm  
Sat: 9:00am – 3:00pm  
Sun: Closed

*(If extended store hours are needed, please contact your Waverly Hotel event manager)*