

Marriott®

ATLANTA BUCKHEAD HOTEL & CONFERENCE CENTER

Shipping & Receiving Information

The Atlanta Marriott Buckhead Hotel & Conference Center (The Hotel) will not accept shipments more than three business days prior to conference dates.

It is the responsibility of the shipper to notify The Hotel of any shipment to ensure receipt of shipments.

The Hotel will not handle shipments over 300 lbs. It is the responsibility of the shipper to arrange for a freight company to handle shipments over 300 lbs.

Individual Boxes/Packages up to 20lbs each	\$5.00 per box
Pallets	\$150 per pallet

Shipments should be addressed as follows:

Name of Conference
 Name of Contact from Company
 Hotel Contact on-site
 The Atlanta Marriott Buckhead Hotel & Conference Center
 3405 Lenox Road
 Atlanta, GA 30326

Meeting Location	Un-Loading Area	Loading Dock	Lift Gate Required	Elevator
Conference Center (CC) Level	Parking Garage (P2)	No	Yes	Yes
Heritage Ballroom	Parking Garage (P2)	No	Yes	Yes
Buckhead Ballroom	Parking Garage (P2)	No	Yes	Yes
Terrace Level Meeting Space	Loading Dock	Yes	No	No

Notes:

**Height of Loading Dock is 11' Trucks over 11' cannot access loading dock
"18-Wheelers" cannot be used for shipments due to loading dock
restrictions**

"18-Wheelers" with a height >13' cannot access P2 loading ramp

Trucks over 8.5' cannot enter parking garage

There is not a loading dock in the parking garage

Heavy equipment unloaded at parking garage elevator will require a lift gate

The measurements of the elevator in the parking garage (P2) are:

8' Tall

6'6" Wide

4'8' Front to Back

Door is 3'6" Wide and 7' Tall