



ATLANTA
IN BUCKHEAD

EXHIBITOR REQUEST FORM

GRAND HYATT ATLANTA in BUCKHEAD
3300 PEACHTREE ROAD, NE
ATLANTA, GA 30305 Fax: 404-364-3873

EXHIBITOR NAME/COMPANY: _____

EXHIBITOR BOOTH NUMBER: _____

GROUP/SHOW NAME: 2018 Global Clinical Supplies Group (GCSG) Conference

CONTACT PERSON & PHONE NUMBER _____

PACKAGE HANDLING:

A \$3.00 fee per package or \$125 per pallet/crate will be applied to all packages received into GHA. This fee does not include prevailing shipping fees.

Exhibit boxes should arrive no more than (3) days prior to schedule set up day. Items could be turned away at shipper's expense.

Place the name of the on-site contact who will receive the boxes on the freight. Refrain from placing any Grand Hyatt Associates as the recipient.

Address packages to: Grand Hyatt Atlanta in Buckhead
3300 Peachtree Road, NE
Atlanta, Georgia 30305

On-site Contact Karen McNamara (GCSG Vendor Coordinator)

In-Bound Packages # _____ \$ 3.00 per piece / \$125 pallets _____

BILLING INFORMATION:

CREDIT CARD: (Circle One) **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

Card Number _____ Expiration Date _____

I hereby authorize the Grand Hyatt Atlanta to utilize my credit card for the detailed billing as noted above.

Signature _____ Date _____

Please return this completed form to fax number: 404.364.3873

GHA is not responsible for the safe or timely arrival of any package sent to the hotel by or for the group. The GHA accepts no liability for lost, stolen or damage goods.

To check if your package has been received at hotel, please contact: Shipping/Receiving Department @ 404-364-3878. Packages delivery cannot be verified without tracking numbers.

The on-site contact should contact the Banquet Department after arriving in the exhibit area to confirm delivery time of items. You must have tracking numbers available and please track your items to make sure they have been delivered to the hotel before time.