



Global Clinical Supplies Group Conference Shipping Instructions

2018

EXHIBITOR NAME/COMPANY: _____

EXHIBITOR BOOTH NUMBER: _____

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

CONTACT PERSON & PHONE NUMBER: _____

PICK UP DATE AND TIME: _____

Please follow instructions below to ship exhibit materials out of the Grand Hyatt Atlanta hotel.

1. All boxes/pallets must be taped/shrink wrapped securely before pickup. Hotel will not package or shrink-wrap any items.
2. All boxes must have individual, pre-printed shipping label on them. **Exhibitors should bring pre-printed labels with them.**
3. All pallets must have individual bill of lading, company name and address taped on the pallet.
4. **DO NOT** use Grand Hyatt Atlanta hotel address as sender address. Must use your company's address as sender.
5. Labeled and sealed boxes/pallets should be left on the exhibit table. A Grand Hyatt Atlanta staff will move the boxes/pallets to the correct pick-up location.
6. A copy of this completed form should be left on the exhibit table with the boxes/pallets.
7. If using FedEx Ground, FedEx Home, or private courier please call ahead to schedule a pickup.
8. Keep copies of the tracking numbers.
9. For any questions, please call or text the Event Concierge on-site at 678-614-2873.

Grand Hyatt Atlanta does not ship any boxes/pallets; they only make them available for couriers to pick-up. Grand Hyatt Atlanta will not be held responsible for the safe or timely arrival of any package sent from property. Grand Hyatt Atlanta accepts no liability for lost, stolen or damage goods.