



COURTLAND GRAND HOTEL

Shipping Form

Name of Conference: German Studies Association 2024	Start Date: 9/26/2024	End Date: 9/29/2024	# Event Days: 4
Company Name:	Onsite Contact Name:	Room/Exhibit #: Georgia Pre-Function	
Street Address:	City and State:	Zip Code:	
Telephone Number:	Delivery Date:	Delivery Time:	
Email Address:	Pick Up Date:	Pick Up Time:	
Name of Sender:	# of Boxes and Weight:		

**** PLEASE SEND COMPLETED FORM TO LATOYA FRASER AT lfraser@courtlandgrandhotel.com ****

When shipping items to The Courtland Grand Hotel, please use the following address and label format:

TO: The Courtland Grand Hotel
Attention: Name and Conference Name
165 Courtland Street NE
Atlanta, GA 30303

Box # 1 of ____
HOLD FOR: “[Exhibitor Name]”
ATTN: Latoya Fraser, Event Manager

Please Note:

Any materials to be sent to Hotel may arrive no earlier than three (3) days in advance. Otherwise a storage fee of \$150.00 per day will apply. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.

Handling and Storage Fees as Noted Below will Apply to All Incoming and Outgoing Shipments:

Up to 5 Pounds: \$5.00 per Box	Over 50 Pounds: \$25.00 per Box
6 to 20 Pounds: \$10.00 per Box	Crates: \$50.00 Each
21 to 50 Pounds: \$15 per Box	Pallets: \$75.00 Each

A secured credit card authorization link will be sent to your e-mail to place a form of payment on file.

All packages are received and shipped to our hotel loading dock.

When preparing packages for pickup after the event, please tape all boxes and load any pallets or crates. Our team will take anything for pickup from the meeting room and down to our loading dock. It will be your responsibility to have a shipping label on each package and arrange for pickup as necessary.