



## ***Package Handling Guidelines***

The Georgia Aquarium, Inc. is pleased to accept all shipments required for scheduled meetings/programs according to the following guidelines:

- Clients **MUST** notify Catering Sales Manager and/or Event Services of any shipment to the Georgia Aquarium. Unexpected packages may be refused.
- All packages must be labeled with name of event, date of event, and on-site contact name, with multiple packages numbered in sequence (i.e. 1 of 3, 2 of 3, 3 of 3) and sent to the Attention of Event Services.
- Any packages to be shipped out of the Georgia Aquarium after your event must be properly packaged and labeled with return address, telephone number, and method of payment. The Georgia Aquarium, Inc. is not responsible for supplying packing or shipping materials.
- The Georgia Aquarium, Inc. cannot assume responsibility for storage of shipments received more than (2) days prior to the scheduled event.
- Packages should be delivered during regular business hours: Monday-Friday: 8:00am-5:00pm.
- Payment for this service must be established prior to receiving your packages. All packages will be held in Shipping & Receiving storage until a payment method has been confirmed.
- Please complete the Package Handling Form with your information and fax to Attention: Susann Holloway, Event Services at 404.581.4303.
- Please call Event Services with any questions concerning your shipment needs:  
Susann Holloway- 404.581.4128  
Tye Durand- 404.581.4129  
Kristin Conover- 404.581.4237

Shipping Address:  
Georgia Aquarium, Inc.  
225 Baker Street  
Atlanta, Georgia 30313  
Attn: Event Services



**PACKAGE HANDLING FORM**

Name of Event:  
Date & Time of Event:  
On-Site Contact Name:  
On-Site Contact Cell #  
Number of Packages :  
Shipping Method: UPS, FedEx, DHL,  
USPS

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**\*\*\*UPS is the preferred shipper for the Georgia Aquarium, Inc.\*\*\***

**Inbound Package Handling Fees-** Minimum fee to be applied to all incoming packages

0 to 5 pounds	\$5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$15.00 each
Over 50 pounds	\$25.00 each
Crates/Hard Cases	\$50.00 each
Pallets	\$75.00 each

**Outbound Package Handling Fees-** \$5.00 each package

After your event, any boxes to be shipped from the Georgia Aquarium must be properly packaged and labeled with return address and method of payment on your departure date. The Georgia Aquarium is not responsible for packing or supplying any packing or shipping materials for your boxes, so please plan accordingly.

**All prices are for handling fees only. Shipping charges are in addition to above fees.**

**I agree to allow Wolfgang Puck Catering at the Georgia Aquarium, Inc. to charge all authorized package handling charges to my Master Account.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please fax this form to **Susann Holloway, Event Services Manager** at **404.581.4303**.