

Shipping and Receiving Instructions

The Renaissance Atlanta Midtown

When sending packages, the following information should be noted on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Name and Meeting Planner for function related materials
3. Total Number of Boxes or Parcels (1 of 2, and so forth)

The proper mailing address to be used is for the shipment of boxes or other parcels to our Hotel is as follows:

Hold for Arrival: Guest name, Confirmation number or Group name (crucial)
Renaissance Atlanta Midtown
866 West Peachtree Street, NW
Atlanta, GA 30308

(Special note for function related shipments: please ensure the group name and meeting planner are noted on the package in lieu of reservation information. Boxes should be sent to the attention of your Catering/Event Services Manager.

Shipping and Storage: Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than three (3) days prior to the Arrival Date. A handling and storage fee of \$10 per box/item or \$.15 per pound (plus all applicable taxes) will be assessed. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to the Arrival Date.

The Renaissance Atlanta Midtown
866 West Peachtree Street, NW
Atlanta, GA 30308
678-412-2400