

Package Handling Guidelines

Please email this form to your WPC Sales Rep no later than two weeks before your event.

Georgia Aquarium is pleased to accept all shipments required for scheduled meetings/events according to the following guidelines:

- Please inform your WPC Sales Rep in advance of any and all packages to be delivered to Georgia Aquarium. Please fill out the Package Handling Form (pg 7), providing tracking numbers if possible.
- Please label all packages with: **name of event, date of event and on-site contact name**. If the package is in a series, please number each package (*i.e. 1 of 3, 2 of 3, 3 of 3*). Finally, please **send to the attention of CATERING SALES AND EVENTS**.
- Any packages to be shipped out of Georgia Aquarium after your event must be properly packaged and labeled with return address, telephone number, and method of payment or account number. **Clients are responsible for scheduling all pick-ups with their preferred carrier.** Please inform your Georgia Aquarium Event Manager of any outgoing packages the day of the event. If you are holding a trade show or expo as part of your event, please note that the client is responsible for coordinating any and all deliveries from your vendors/companies and notifying the aquarium. Speak to your WPC Sales Rep for charges in this instance.
- **Due to limited storage space, please have all deliveries scheduled to arrive no more than three (3) days before the event.** Georgia Aquarium cannot assume responsibility for storage of early arriving shipments.
- **Large shipments**, such as pallets, medical or computer equipment or vehicles can only be delivered the day of your event.
- Packages should be delivered during regular business hours: Monday-Friday: 8:00am-5:00pm.
- Please send the Package Handling Form and method of payment to your WPC Sales Rep via email prior to the delivery of packages. Packages will be held in Georgia Aquarium's Shipping & Receiving area until form has been completed and returned.
- Client is responsible for scheduling all pick-ups with their preferred carrier. The Georgia Aquarium is not responsible for packing or supplying any packing or shipping materials for your boxes, so please plan accordingly.
- Please contact Georgia Aquarium Event Services with any questions concerning your shipment needs: Taylor Reynolds – 404.581.4129 or treynolds@georgiaaquarium.org.

Shipping Address:

[Name of the Event]

[Date of Event]

[Onsite Contact Name]

Attn: Catering Sales and Events

Georgia Aquarium

225 Baker Street NW

Atlanta, Georgia 30313

Package Handling Form

Name of Event: _____

Date & Time of Event: _____

On-Site Contact Name: _____

On-Site Contact Cell #: _____

Number of Packages: _____ Expected Day of Delivery: _____

Shipping Method: UPS FedEx DHL USPS

Tracking Numbers (if available): _____

****UPS is the preferred shipper for Georgia Aquarium****

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

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

After your event, any boxes to be shipped from the Georgia Aquarium must be properly packaged and labeled with a return address and method of payment or account number on your departure date. Client is responsible for scheduling all pick-ups with their preferred carrier. The Georgia Aquarium is not responsible for packing or supplying any packing or shipping materials for your boxes, so please plan accordingly.

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

Signature: _____

Date: _____

Please email the completed form to your Wolfgang Puck Sales Rep.

Shipping Address:

Georgia Aquarium
225 Baker Street NW
Atlanta, Georgia 30313

Please send packages to the attention of:

CATERING SALES
EVENT NAME
EVENT DATE