



COBB CONVENTION CENTER
Two Galleria Parkway, Atlanta, GA 30339
Telephone (770) 989-5092 shipping@cobbgalleria.com
SHIPPING/RECEIVING NOTIFICATION FORM

CLIENT INFORMATION

Event Name _____ Event Date _____ Exact Event Location _____
Company Name _____ Phone # _____ Email _____
Address _____ City _____ State _____ Zip _____

DELIVERY INFORMATION

Deliver To:	Shipping/Receiving Cobb Convention Center Two Galleria Parkway Atlanta, GA 30339	Carrier: (Circle One) UPS FedEx Airborne Other: _____
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RECIPIENT INSTRUCTIONS

Special Instructions:	
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CHARGES

() \$25 Weight < 20 lbs () \$35 Weight < 20-100 lbs	Total # of packages sent:	
() \$_____ Weight > 100 lbs (\$60 for each 100 lbs rounded to the nearest 100 lbs)		



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