

## Venue Contact/Shipping/Parking/Room Block

### Hotel Contact and AV

Geri Silveira

617-728-2101

[Geri.silveira@marriott.com](mailto:Geri.silveira@marriott.com)

### AV Contact

Cheryl Miller

774-810-5891

CCR Solutions Inc.

[cherylm@ccrsolutions.com](mailto:cherylm@ccrsolutions.com)

[www.ccrsolutions.com](http://www.ccrsolutions.com)

## Shipping Instructions

### Incoming Packages

[Guest Name]

Courtyard Boston Downtown

275 Tremont Street, Boston, MA 02116

Label All Packages: HOLD FOR FUTURECON

c/o Geri Silveira, Event Manager

### Outgoing Packages

Label, seal and everyone make pick up arrangements for next day pick up.