

## Venue Contact/Parking

### Hotel Contact

Khamita King  
404-589-7488  
khamita.king@westin.com

### AV Contact

Rodney Hunter  
404-408-2090  
[Rodney.hunter@encoreglobal.com](mailto:Rodney.hunter@encoreglobal.com)

### Order AV equipment

<https://eventnow.encoreglobal.com/>

## Parking

Self-\$25/valet \$39 discounted

## FedEx Office

If the vendors make arrangements with FedEx ahead of time for shipments, then they will be able to leave their packages at the table at the end of the conference and FedEx will come pick it up. If they choose to use another provider such as USPS or UPS, we do not have a pickup point at our hotel, therefore they would have to physically take those shipments to another location for drop off.

### Shipping Instructions separate page

## Room Block

Call 888.627.7087 or by using the reservation link <https://book.passkey.com/e/50358326>

Please remember the cutoff date to make reservation is **11/17/2022**.