

JW Marriott Venue Contact/Shipping/Parking/Room Block

Hotel Contact

CAROLYN G SMITH

SENIOR EVENT MANAGER | JW MARRIOTT ATLANTA BUCKHEAD

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AV Contact

Sydney A. Dorsey

401-741-9266

sydney.dorsey@encoreglobal.com

Here is the link where your vendors can order and pay for their own AV equipment through Encore.

There is an option for them to purchase different levels of internet and power, so just be sure to let them know that you are providing basic internet and 20-amp power drops(power strip + extension cord at each vendor booth)! If they require more than that, they can order it.

https://eventnow.encoreglobal.com/myevents/result/index/show_id/502d06e2-246d-ee11-8def-002248354139/

Room Block

FutureCon (Dec 5, 2023 to Dec 5, 2023)

MAKING RESERVATIONS

A dedicated website is now available for your attendees to book their hotel rooms online.

Reservations can be made starting Oct 11, 2023 at this web address:

Booking Website:

<https://book.passkey.com/e/50694495>

Special rate \$186

It is important that you share this web address with your attendees as soon as possible. There are several ways to do so:

Email: Copy/paste the web address into an email to your attendees

Website: Display it on your event website

Social: Display it on any social networks related to the event

Shipping

Attention: Name of Contact

Name of Event:

Date (s) of Function:

Address: JW Marriott Atlanta Buckhead

3300 Lenox Road NE

Atlanta, GA 30326

2. If shipping multiple boxes, please include numbers of boxes such as below.

1 of 3

2 of 3

3 of 3

3. Please include any special instructions – i.e., send to the guest room or send to the function room designated for your meeting.

4. After shipment, please email your Event Manager the following information:

Shipping Company (FedEx, UPS, etc.)

Tracking Number

Estimated time of delivery

The JW Marriott Atlanta Buckhead is pleased to offer a 10-box onsite complimentary storage, 3 days prior to the event dates(s). Excess box(es) will incur an additional \$10 storage charge each.

Label all packages HOLD FOR FUTURECON

Outgoing Packages

Package, label and seal all packages, make arrangements for pick up.

Parking

self \$25 / valet \$30 / ON self \$30 / Valet \$40