



VENUE CONTACT

- Katherine Galbreath
Conference & Event Manager
972-367-6417
katherine.galbreath@atriumhospitality.com

AV CONTACT

- Marcos Olvera
M&D Event Technology Solutions
O: 214-484-9649
M: 469-865-3991
marcos.olvera@modernanddigital.com

SHIPPING INSTRUCTIONS

Incoming Packages

- Please complete the [Exhibitor Form](#) in the Sponsor Resource Center and submit to Jennifer Cloutier: jennifer.cloutier@atriumhospitality.com
 - A credit card must be submitted to finalize the request - a secure credit card link will be sent separately.
- There will be a storage/handling charge as follows:

Box Size	Price
36x24x24	\$12.00 per box per day
Large Box / Display Case	\$20.00 per box/ case per day
Pallets	\$100.00 per pallet per day

- Packages not to arrive more than 48 hours prior to arrival
- Address all packages shipped to venue as follows:

Renaissance Dallas Richardson Hotel
Hold for (Recipient Name - Exhibitor) + Futurecon
Hold for Arrival Date of MM, DD, YYYY
900 E Lookout Drive
Richardson, TX 75082

Outgoing Packages

- Seal & label all packages. Ensure pickup arrangements are made with shipping carrier for next-day. Drop all packages at the front desk upon departure.

PARKING

- Complimentary

ROOM BLOCK

- [Book your group rate for FutureCon Conference](#)