



VENUE CONTACT

- J.J. Pair
Catering Sales Manager
615-515-5208
jj.pair@atriumhospitality.com

AV CONTACT

- Austin Greene
Director of Event Technology
970-443-9950
austin.greene@encoreglobal.com

PARKING

- Overnight \$12 | Daily \$5

ROOM BLOCK

- [Reservation Link for FutureCon](#)

SHIPPING INSTRUCTIONS

Incoming Packages

- Please email J.J. Pair at jj.pair@atriumhospitality.com to confirm all incoming shipments. They will send CC Authorization link in reply to resolve any charges for your shipments.
- There will be handling charges as follows:

- Boxes up to 36" x 24" x 24"	\$5.00 per box
-Larger boxes / display cases	\$10.00 per box
-Pallets	\$25.00 per box

- Boxes/packages may be sent for arrival a maximum of **48 hours prior** to group arrival.
- Address all packages as follows:

Attn: (Contact Name)

HOLD FOR FUTURECON - (Name of Company)

Embassy Suites Franklin Cool Springs

820 Crescent Centre Dr

Franklin, TN 37067

Outgoing Packages

- Package, seal and label all packages. Schedule pickup arrangements with shipping carrier and take packages to the front desk.