



## Shipment and Delivery Instructions

Please follow the instructions below when scheduling shipments and equipment deliveries to the Georgia International Horse Park. By following these simple guidelines, our team can assist in avoiding any confusion or misdirection of your goods. Share this document with your exhibitors, participants, vendors, and other people involved with scheduling shipments and deliveries.

### Address for Shipments and Deliveries:

Make sure all packages and deliveries are clearly labeled as follows:

#### First and Last Name

#### Event Name

**Georgia International Horse Park  
1996 Centennial Olympic Parkway  
Conyers, GA 30013**

- Parcels that are not clearly labeled will not be accepted.
- The Georgia International Horse Park Administration Office is open Monday-Friday between 8:00AM and 5:00PM. Packages should not be left at the office outside of operating hours.
- Contact your Event Manager prior to shipping items to notify our office of expected shipments, number of parcels, expected arrival date, and scheduled date for pickup.

### Freight and Equipment Deliveries:

- Large items, freight shipments, or equipment deliveries must be previously scheduled with your Event Manager. Contact your Event Manager prior to scheduling freight and equipment deliveries to make all necessary arrangements with our team.
- Freight and equipment deliveries must be scheduled during your event load-in, and within the dates covered on your Certificate of Insurance for your event.
- Deliveries and equipment must arrive Monday-Friday, between 8:00AM and 4:00PM. No deliveries will be accepted outside of these operating hours.
- Pallet shipments should be sent on a truck with a lift gate and pallet jack. A forklift will not be available unless previously arranged, and forklift/labor charges will apply.
- Provide delivery service with the contact number for your Event Manager to call prior to delivery.

### After Your Event:

- Schedule pickup of equipment and freight during contracted load-out times. Dates listed on the event's Certificate of Insurance must also include these pickup dates.
- Due to limited storage space, all items must be removed from the Georgia International Horse Park upon scheduled load-out dates and times.
- The Georgia International Horse Park will not be responsible for any items left on site.