



Package Receiving Information

Packages should be labeled as follows

Attn: Hold for/Guest Name/GCA Conv/3-28-2023

Clarence Brown Conference Center

5450 Highway 20

Cartersville, Ga. 30120

- Packages are accepted no more than 5 days prior and cannot be stored more than 5 days after conference date
- Conference Center reserves the right to REFUSE boxes which are Damaged during shipping, unsafe, or too large
- No packages will be accepted after 5pm

Handling Fees: (Receiving and storing)

Letters, envelopes- 1.00 per day per item

Boxes, cases- 5.00 per day, per box

Pallets- 50.00 per pallet, per day

Clients are responsible for their own shipping – have your return Labels prepared and affixed to your boxes/cases, etc.