

Welcome to the Sheraton Atlanta Hotel

2018 FCCLA Attendees

Thank you for choosing The Sheraton Atlanta for your prestigious event. I know that this is the first time the event has been held in our city. Our goal is to make it a very smooth transition from Athens. Below I have outlined some helpful information to make the arrival process as organized as possible.

1. **If you are arriving by bus:** Please arrive off of Andrew Young Boulevard to the first level. This is our bus drop off/ pick up area. Do not pull into the main circular drive. All buses must unload quickly (as there will be many behind you) and then leave to park at the Marshalling Yard.

RV and Bus Lot at Marshalling Yard at Georgia World Congress Center

Address: [362 Ivan Allen Jr. Blvd. Atlanta GA 30313](#)

Phone Number: [404-223-4105](#)

\$39.55 is the parking fee per night (this amount includes taxes)

You can also book online at www.qwccparking.com; using the code "bus30".

2. **If you are arriving by automobile:** The self-parking garage is located on the right as you pull into our front circular drive. Your group has discounted parking, the cost is \$17 per day. The stickers to attach to the parking ticket will be at the FCCLA registration desk. You will not get the discount if you do not get the sticker.
3. **If you are arriving on Thursday:** the registration desk for FCCLA will not be open. Proceed to the lobby where we will have the accounting station available at 5pm to start the same process from step 5.
4. **Once you arrive and park/unload:** The FCCLA registration desk is located on the first level (floor 1 on elevator). Please register with FCCLA before the hotel. We have luggage storage for your group on the first floor near the FCCLA registration area. This area will be for your group, we will not be checking bags and giving tickets. Remember where you put your bags in the room.
5. **After Registering with FCCLA:** you will be directed to the second floor (2L in elevator) to pay for rooms, register with hotel and get room keys. Please leave the students on the first floor and have only 1 representative from your school go to the hotel to register.
6. **The first station to attend:** Accounting. This station will be looking for checks (not credit cards) that have not been mailed in. This station will also collect tax exempt forms. The rooming lists will be available and the amount owed (if anything) at this station.
7. **The second station to attend in the lobby:** The front desk. Our official check in time for this group is 3pm. Please go to the front desk (FCCLA Registration terminals will be clearly marked) after the accounting station to pay with credit card any outstanding balances and check on the status of your rooms. If your rooms are ready, you will be given your keys at this time. If the rooms are not ready yet, you will be asked to come back after 3pm.

The first level will have cash only sales kiosks for food and beverages. This will be open on Friday from 10am until 1pm. Saturday from 8am until 2pm and Sunday will be (TBD).

We have a “deli” located on the third floor. This has specialty Starbucks coffee, sandwiches and other items to be purchased as well. The hours of the deli are 630am until midnight daily.

The collage restaurant has a full breakfast buffet and will offer your group a breakfast buffet for \$15.95

Thank you. See you this coming weekend.