



EVERGREEN MARRIOTT CONFERENCE RESORT

Meeting Planner Quick Reference Guide

EVERGREEN BUSINESS CENTER

The Atlanta Evergreen Conference Resort's Business Center is available to provide you with a full array of professional business services. Staff is available to service requests 7 days a week.

GUEST FAXES

Guest faxes should be directed to 770-465-3258. This fax machine is located in our Business Center and facsimiles will be held for guest's retrieval.

WIRED FOR BUSINESS

Marriott is now proud to offer *Wired for Business* in all guest sleeping rooms. Ask your Event Manager how your attendees can be more productive and connected during your conference with unlimited local calls, long distance calls within the 50 states, and high-speed Internet access in their sleeping rooms for \$14.95 per day per room. Wired for Business is not available in meeting rooms.

CHECK-IN/CHECK-OUT

Standard hotel check-in time is 4:00 pm. Check out time is 12:00 noon. If rooms are available prior to 4:00 pm, the hotel staff will make all effort to accommodate check in requests.

ROOM DELIVERIES

Items placed in a guestroom by hotel staff members are subject to a delivery charge. Items placed underneath the door are \$1.50 per room and items placed inside the room are \$3.00 per room. Contact your Event Manager to schedule.

Special Note: Due to space restrictions, group items may not be distributed at the Front Desk during check in. We offer the guest room deliveries by hotel staff as an option to distribute conference information, or check with your Event Manger to arrange a group information area.

SHIPPING

Due to storage capabilities, Atlanta Evergreen Conference Resort can only accept your shipment within three days of your group's arrival. If your group requires extensive storage space or if boxes arrive more than three days prior to arrival, the Hotel reserves the right to assess an additional storage charge. Please let your Event Manager know the total number of boxes being shipped.

To ensure proper handling of your materials, shipping labels must include the following.

To: Atlanta Evergreen Marriott Conference Resort
Attn: (Event Manager's Name)
4021 Lakeview Drive
Stone Mountain, GA 30083

C/O: Name of your conference
Attn: (Person to receive shipment)
Conference Date

Number of Boxes in Shipment (*1 of 3, 2 of 3, etc.*)

- Please coordinate with your Event Manager any special delivery times.

SHIPPING/HANDLING FEES:

(Fees include storage for 3 days prior to arrival, delivery and assistance in outbound shipping)

Envelope	Complimentary
Boxes (First 2 Boxes Complimentary)	\$5.00 per box
Pallets or Crates requiring equipment to move	\$50.00 per pallet or crate

RESTAURANTS & LOUNGES

Note: Operation hours may vary due to business demands

Starbucks

Enjoy America's most famous coffee and unique blended creations in our trendy and relaxing Starbucks Café. Located just off the lobby.

Waterside

Our fabulous Waterside Restaurant is open daily for breakfast, lunch and dinner. Well known for wonderful Sunday brunches and Friday night specialty buffets, Waterside is a hit among conference attendees and locals alike. Waterside offers a beautiful lakeside setting for any dining occasion.

Breakfast	Mon-Fri	6:30AM-10:30AM
	Sat	7:00AM-10:30AM
	Sun	7:00AM-2:00PM
Lunch	Mon-Sat	11:30AM-2:00PM
Dinner	Mon-Sun	5:30PM-10:00PM

Friday Night Seafood Buffet 5:30PM-10:00PM

*Reservations requested- please call Ext. 3218

Mountainview

Stone Mountain Inn's Mountainview Restaurant southern buffet is open daily for breakfast, lunch and dinner. Mountainview offers a beautiful veranda overlooking Stone Mountain for private events of 20-50 people.

Breakfast Mon-Sun 7:00AM-10:30AM

*Reservations Requested- please call Ext. 2603, Option 7

The Commons Restaurant

Whether you eat in the beautiful dining room or on the large, umbrella lined patio, The Commons Restaurant offers wonderful, prepared to order cuisine along with spectacular views of Stone Mountain and Stone Mountain Lake. Conveniently located adjacent to our golf pro shop, The Commons Restaurant and Lounge offers the perfect setting. Relax with your favorite beverage after a game of golf, or enjoy lunch or dinner in an intimate and inviting atmosphere.

Jan-March & Nov-Dec

Lunch/Dinner	Mon	CLOSED
	Tue-Sat	11:30AM-8:30PM
	Sun	11:30AM-4:00PM

April-October

Lunch/Dinner Mon-Sun 11:30AM-9:30PM

*Reservations requested- please call Ext. 3260

The Commons can accommodate large parties of 40 or less, and special limited menus are available through your Event Manager. Group transportation arrangements are recommended for parties over 25 people

Stonewall's Lounge

Stonewall's is a comfortable and contemporary sports bar offering light cuisine and all your favorite libations. Every sports fan will enjoy one of the many diversions including 17 TV's, pool tables, dart boards, video games, and much more. Located just off the pool deck on the Lake Level of the resort, hours of operation are Monday through Sunday from 5:00 pm until Midnight.

BANQUET EVENTS

Change any affair into an Excellent Evergreen Experience. Private meal functions are available for any meal of the day. A variety of selections can be viewed on our website: www.marriott.com/atleg. Click on *Plan Events & Meetings* and select "Atlanta Georgia Convention Center Menus" under *Information to Download*.

Our resort deck and lakeside pavilion are great venues to help capture the ambiance of the resort. Events hosted at our lakeside pavilion have an offsite venue fee of \$1,000.

GUARANTEES

We ask that you guarantee your final attendance three business days prior to the event. If final attendance is not confirmed, the expected attendance on the banquet event order will become the guarantee.

MEETING PACKAGES

Meeting packages include the following selections:

Complete Meeting Package (CMP)

*Overnight accommodations, complete with work area and scenic private balcony *Three meals daily in the Waterside Restaurant (beginning with dinner on evening of arrival and ending with lunch on departure day) *General Session Room *Standard Audio Visual equipment *Continuous creative refreshment breaks *Personal Conference Consultants *All gratuities *Parking permit for Stone Mountain Park gate entry fee.

Day Meeting Package (DMP)

*Continental Breakfast *Buffet style lunch in the Waterside Restaurant *General Session room *Standard audio visual equipment *Continuous creative refreshment breaks *Personal Conference Consultants *Stone Mountain Park entry fee *All gratuities

MARRIOTT VISUAL PRESENTATIONS

Whether your needs are large or small, from an LCD projector and a screen to a multi-media extravaganza, MVP possess the professional expertise to make your event a memorable one. Arrangements can be made through your Event Manager or by contacting the MVP office [directly](mailto:mvp@evergreenmarriott.com) at 770-465-3190.

ELECTRICAL

The Atlanta Evergreen Conference Resort can supply any additional power needs beyond standard electrical outlets. Please contact your Event Manager for pricing and ordering.

MEETING SECURITY

Our Event Service team and Hotel Security are available to lock your meeting room doors during meal breaks or at the end of your sessions. Arrangements can be made with your Event Manager for added security of meeting rooms or exhibit areas prior to the planned event.

THE SPA AT EVERGREEN

Spa information is available at www.thespaatevergreen.com

We strongly recommend services be booked prior to arrival, however, same-day appointments may be booked by calling 770-465-3297.

Because spa services are reserved for you, we ask that you notify us at least 24 hours in advance if you need to cancel or reschedule.

STONE MOUNTAIN GOLF CLUB

Stone Mountain Golf Club is an excellent choice for small or larger groups. With 36 holes, we can easily accommodate up to 300 players any day of the week, and provide all you need for a successful and memorable outing.

Four packages provide you with the flexibility needed to plan your outing. To reserve a group outing or for more information, contact our Group Tournament Coordinator at (770) 465-3274. You may also find additional information at www.stonemountaingolf.com

STONE MOUNTAIN PARK

Located on 3,200 acres of natural beauty, Stone Mountain Park features a wide variety of fun family activities and things to do in the Atlanta area. Amazing adventures await and Stone Mountain activities are suitable for all ages:

- Take a sky ride to the top of Stone Mountain and get an up-close look at the Stone Mountain Carving; take a scenic train ride around the mountain or enjoy a paddlewheel riverboat cruise on Stone Mountain Lake.
- End your day at the world's largest laser light show featuring a fantastic fireworks finale!

Stone Mountain is open year-round but attraction hours vary by season. Check the hours of operation and events calendar for schedules on the date(s) of your visit. For information on all of the above, visit the park's web site at www.stonemountainpark.com or call the Group Sales and Catering office at 770-498-5700.

Please note: Atlanta Evergreen Conference Resort is independent from all park arrangements. Stone Mountain Park must be contacted directly for all group arrangements. Evergreen Conference Resort can not assist with any direct arrangements or contracts for group events.

PARKING

The hotel offers valet parking and complimentary self.

GATE FEE

Stone Mountain Park does require a daily \$10.00 gate entrance fee. Gate fees are required unless included in a pre-arranged package. Group conferences that include parking will have their conference name sent to the gate daily. Attendees just need to identify their group to the gate attendant upon arrival.

TRANSPORTATION

Atlanta Evergreen Conference Resort partners with Greene Classic Limousine Services for individual, group, and charter transportation requests. Phone reservations can be made by calling 404-875-3866. Reservations are required 48 hours in advance. A 24 hour notice is required for cancellations or full charges will apply. www.greeneclassiclimousines.com

RESORT SHUTTLE SERVICES

Please contact the Bellstand at 770-879-9900 Ext.1302 for shuttle service arrangements. Shuttles are available May 23 - September 7 on a first come-first serve basis, and make scheduled hourly trips within the park during the following times:

Fridays 4:00PM- Midnight

Saturdays 10:00AM- Midnight

If you are interested in group shuttle arrangements, please contact your Event Manager.

TRAVEL DIRECTIONS

From Hartsfield International Airport:

Take I-85 South 2 miles to I-285, then approximately 16 miles to Exit 39-B (Hwy. 78 East). Go approximately 7 miles, following the signs to the Main East Gate of Georgia's Stone Mountain Park.

From West of Atlanta:

Take I-20 East to I-285 North (*bypassing downtown Atlanta*). Follow for approximately 30 miles to Exit 39-B (Hwy. 78 East). Go approximately 7 miles following the signs to the Main East Gate Entrance of Georgia's Stone Mountain Park.

....Or....

Take I-20 East for approximately 30 miles *through Downtown Atlanta* to I-285 North. Follow for 2 miles to Exit 39-B (Hwy. 78 East). Go approximately 7 miles following the signs to the Main East Gate Entrance of Georgia's Stone Mountain Park.

From North of Atlanta:

Take I-75 South or I-85 South or GA 400 South to: I-285 East to Exit 39-B (Hwy. 78 East). Go approximately 7 miles following signs to the Main East Gate Entrance of Georgia's Stone Mountain Park.

From South of Atlanta:

Take I-75 or I-85 North to:

I-285 East to Exit 39-B (Hwy. 78 East). Go approximately 7 miles following the signs to the Main East Gate Entrance of Georgia's Stone Mountain Park.

***Directions to The Evergreen Conference Resort and The Stone Mountain Inn
From the Main East Gate Entrance for Georgia's Stone Mountain Park***

To Atlanta Evergreen Conference Resort:

Take the 1st (immediate) left onto Stonewall Jackson Dr. and follow for approximately 2.5 miles. Evergreen Conference Resort is the 2nd driveway on the right after crossing the bridge.

To Stone Mountain Inn:

Drive straight for approximately .8 miles. Bear left at the interchange (or fork in the road) and the Stone Mountain Inn will be on your left in approximately 1/4 mile.