

Mercedes-Benz Stadium Shipments and Delivery Instructions

Below are the directions for any items being shipped or delivered to Mercedes-Benz Stadium for Atlanta Falcons home games.

Delivery Dates and Times

Any items must be delivered to Mercedes-Benz Stadium on the WEDNESDAY PRIOR TO EACH HOME GAME between 8:00AM-12:00PM or 1:00PM – 5:00PM. Deliveries between 12:00PM-1:00PM will not be accepted. Also note that morning times will be very busy and the wait may be long. Please also note delivery dates may be different for non-Sunday games, Holiday weeks and load in schedules for other major events.

HOME GAME: Sunday, September 17th
DELIVERY DATE: Wednesday, September 13th

Please make sure your delivery driver brings their OWN pallet jack. Mercedes-Benz Stadium cannot promise there will be one available upon arrival to unload deliveries.

Any items delivered without notice WILL BE TURNED AWAY. The Atlanta Falcons and Mercedes-Benz Stadium are not responsible for any re-delivery fees.

E-MAIL

Please provide the following information for any deliveries a **MINIMUM OF 1 WEEK** prior to the delivery date. This e-mail needs to be sent to both your Corporate Partnerships rep and Kelsey Gillespie (kgillespie@ambse.com) See below as an example.

- | | |
|----------------------------|---------------------------|
| ➤ Name of item | [Scana Schedule Magnets] |
| ➤ # of pallets | [4 pallets] |
| ➤ # of boxes | [20 boxes per pallet] |
| ➤ # of items per box | [1,000 items per box] |
| ➤ Total # of items | [80,000 total items] |
| ➤ Name of Shipping Company | [Shipping company is UPS] |

Label Boxes

All boxes sent to Mercedes-Benz Stadium need to have the following information on EACH box:

Attn: Kelsey Gillespie/Dwight Smith
Address: See below for address
Name of item: Scana Schedule Magnets

Address

Mercedes-Benz Stadium
Atlanta Falcons
Kelsey Gillespie/Dwight Smith
1 AMB Drive
Atlanta, GA 30313

