



DESIGN EXCELLENCE AWARDS - SHIPPING INFORMATION

The information below is to help prepare the product for submission.

What address do I use to ship products for the Design Excellence Awards submission?

AmericasMart Building 1 Loading Dock
ATTN: Floor 8 – Design Excellence Awards
240 Peachtree St. NW
Atlanta, GA 30303

What dates are submissions being accepted?

- Shipped submissions will be accepted **Monday, July 21 – Tuesday, July 29, 2025 ONLY**.
- Submissions picked up at the showrooms will be picked up **Tuesday, July 29 – Thursday, July 31, 2025, 10:00 a.m. – 4:00 p.m. only**. Include the following information with your product: *Product to be returned to: XXXX Showroom located on Floor X, Space XX*. Please have a Contact sheet attached to your product and ready to be transported by Monday, July 21, 2025. ICFA is coordinating this move with a third party vendor.

How is the submitted product being returned?

Include product return instructions with your submission. Please note the following:

- All showroom submissions will be returned **Wednesday, August 6 – Thursday, August 7, 2025, 10:00 a.m. – 4:00 p.m.** There is no additional fee for products returned to a showroom in AmericasMart.
- If your product needs to be shipped back, it will be returned in the packaging it arrived in. You will be responsible for the handling and freight of the return.
- If you will be a temporary exhibitor at Casual Market Atlanta in September, your product can be stored. You will need to include a label with the following information: *Product to be stored for XXXX Temporary Exhibitor – exhibiting in space XXXX on Floor X, during Fall Casual Market Atlanta 2025*.

Who do I contact for loading dock and shipping & receiving information?

Please log into the Exhibitor Portal for more information about shipping and receiving. Or contact **Eric Nealy 404.220.2355** or **Mincy Jones 404.220.2346**. Loading Dock Hours: **Monday – Friday, 9 a.m. – 5 p.m.**

To make a loading dock appointment please use [this form](#).

Pallets – Each pallet should be packed within the following guidelines:

- Maximum size per pallet – 6 feet long; 4 feet wide, 6 feet tall (6'L x 4'W x 6'H)
- Maximum weight per pallet – 2,000 lbs.

Crates – Each crate shipped in should adhere to the following specifications:

- Maximum size per crate - 6 feet long; 4 feet wide, 6 feet tall (6'L x 4'W x 6'H)
- Maximum weight per pallet – 2,000 lbs.
- If the crate is on wheels, the wheels should be non-marking wheels
- All crates should be built so they can be handled by a forklift and/or pallet jack

AmericasMart Logistics

We are pleased to bring to you a user-friendly, end-to-end electronic freight solution to streamline and automate your shipping needs. Complete online transportation booking services by logging into the [Exhibitor Portal](#).