



SHERATON ATLANTA HOTEL

165 Courtland Street NE, Atlanta, GA 30303

404.659.6500

PLEASE PARDON OUR PROGRESS

Dear Sheraton Atlanta Guest,

We are looking forward to welcoming you to Region IV Head Start Association's 2018 Leadership Summit.

Our Ownership group has planned renovations this year that coincide with your event next week at the Sheraton Atlanta.

The renovation of our 2nd Floor Lobby and Front Desk Area is underway and scheduled to be completed on July 17, 2018. During this time we will utilize the original 1st Floor Motor Lobby Entrance of the Hotel as our temporary Arrival Lobby & Front Desk/Check-In Area. We have compiled the information below to facilitate your arrival process and stay at our property:

- Hotel's Main Entrance and Registration will be located on Andrew Young International Boulevard (By UPS). Directional signage will be provided.
- Guests are encouraged to Valet Park for convenience. Self-Parking will also be available.
- Hotel's Registration will be located on Level 1 – Andrew Young International Boulevard Entrance.
- Check In Time is 4.00pm.
- Luggage storage will be provided for all guests on a complimentary basis.

During the renovation period, we apologize for any inconvenience and offer our sincere thanks for your patience and support. Once complete, these extensive renovations will allow us to provide the very best guest experience for our valued clients.

Sincerely Yours,
The Sheraton Atlanta Team