

**THE SHERATON SAND KEY RESORT
CONFERENCE SHIPPING AND RECEIVING PROCEDURES**

OUR SHIPPING AND RECEIVING DEPARTMENT IS PLEASED TO ASSIST IN THE RECEIVING, SECURING AND DELIVERY OF GROUP MATERIAL AND PRODUCTS, AS WELL AS, THE SHIPPING OF SUCH ITEMS. WE WILL ACCEPT PACKAGES 3 WORKING DAYS PRIOR TO EVENT DATE.

THE FOLLOWING HANDLING FEES FOR THESE SERVICES WILL BE AS FOLLOWS:

0 to 5 pounds - \$ 5.00 FOR EACH PACKAGE RECEIVED
6 to 20 pounds - \$10.00 FOR EACH PACKAGE RECEIVED
21 to 50 pounds - \$15.00 FOR EACH PACKAGE RECEIVED
Over 50 pounds - \$25.00 FOR EACH PACKAGE RECEIVED
Pallets - \$100.00 EACH PALLET RECEIVED

ALL OUTBOUND PACKAGES WILL BE SUBJECT TO A \$5.00 PER BOX HANDLING FEE, PLUS SHIPPING CHARGES IF USING THE HOTEL ACOOUNT. GUEST MAY USE THEIR OWN PERSONAL ACCOUNT.

NOTE: THE RESORT WILL NOT ACCEPT ANY C.O.D. SHIPMENTS

PLEASE LABEL YOUR PACKAGES AS FOLLOWS:

TO: THE SHERATON SAND KEY RESORT
1160 GULF BOULEVARD
CLEARWATER, FL 33767

FROM: SHIPPERS COMPANY NAME & ADDRESS

HOLD FOR: NAME OF THE PERSON WHO WILL BE CLAIMING THE
PACKAGE

CONFERENCE NAME: TITLE OF CONFERENCE

CONFERENCE DATE: DATES OF CONFERENCE

HOURS OF OPERATION ARE 7 DAYS A WEEK 7:30AM – 8:00PM.

PLEASE NOTIFY YOUR CONVENTION SERVICE MANAGER IN ADVANCE, OF ANY LARGE OR UNUSUAL SHIPMENTS.