



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.

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 account. 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: SHIPPER'S COMPANY NAME & ADDRESS

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

CONFERENCE NAME: TITLE OF CONFERENCE

CONFERENCE DATE: DATES OF CONFERENCE

HOURS OF OPERATION:

7 DAYS A WEEK - 7:30AM – 8:00PM

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