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. Guests 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: Association of Outdoor Lighting Professionals 2027 Illuminate

CONFERENCE DATE: February 10 - 12, 2027

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.