

**Shipping Guidelines and Information**

 **Shipping Guidelines**

All boxes and packages are received through our Business Center located on the Ballroom Level, extension 6381

Packages should arrive at the hotel no more than 3 days prior to the guest or group’s arrival.

A storage fee of $3 per item per day will be incurred for every package arriving earlier than the

3-day guideline.

**Hotel Shipping Address**

Please have any and all shipments addressed as follows:

Naples Grande Beach Resort

Attn: Guest Name and Company Name

475 Seagate Drive

Naples, FL 34103

**Pricing Information\***

Incoming and Outgoing, charges apply to movement in and out of hotel.

Letters and Overnight Envelopes $12.50 per item

Boxes under 49 lbs. $15.50 each

Boxes over 49 lbs. $31.00 each

Cases $31.00 each

Pallets $185 and up based on dimensions, each

Storage fee $3 per item per day for anything that arrives 4 days prior to guest arrival

\*7% Florida Sales Tax will be added to all transactions

**Please contact the Business Center Manager Cheryl Lethem, clethem@naplesgrande.com or 239-594-6381 with any questions.**