



# NAPLES GRANDE

## BEACH RESORT

### Shipping Guidelines and Information

#### Shipping Guidelines

All boxes and packages are received through our Business Center located on the Ballroom Level.

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:

1. Address Packages to:  
Naples Grande Beach Resort, 475 Seagate Drive, Naples, FL 34103
2. Hold for: Group Name /Dates of Meeting
3. Name of individual who will ask for box(s) on property & Company Name
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

#### Pricing Information\*

Incoming and Outgoing, **Separate 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

**We can charge all fees to the Guest Room Account or you can request / complete a Credit Card Authorization to cover the expenses.**

**Please contact the Group Event Service Manager with any questions.**