



**Sheraton®**

LAKE BUENA VISTA RESORT

**Inbound Shipments:** All inbound packages will have handling and storage fee of \$15.00 per box/item or \$75.00 per pallet will be assessed. The mandatory handling and storage fee is retained by the Hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Please note the Resort has limited storage space in our package room so pallets will be assessed based on the Hotels availability. Please contact your Convention Services-Carolina Garry 407-550-1040 for further assistance. When shipping materials to the hotel, please use the following format/address:

**Vendor Name: (Recipient)**

**Conference Name / Show Dates**

**c/o – Carolina Garry**

**Sheraton Lake Buena Vista Resort**

**12205 S. Apopka Vineland Rd**

**Orlando, Florida 32836**

**HOLD FOR ARRIVAL: m/d/y**

**NOTE: If you are shipping multiple boxes, label boxes as follows: **Box 1 of 3; Box 2 of 3; Box 3 of 3****

**Outbound Shipments:** Outbound packages will incur a handling fee of \$5.00 per box. All Boxes must be taped and secured; Resort will not close boxes for shipping. Boxes must have shipping labels fully completed and have prepaid shipping. Resort does not have regular schedule pickups, it is the guest responsibility to schedule the pickup with carrier. Resort will not be responsible for any loss or damage to materials sent from Resort.

**FedEx:**

**1-800-463-3339**

**www.fedex.com**

**UPS**

**1800-742-5877**

**www.ups.com**

**USPS:**

**1-800-275-8777**

**www.usps.com**