

ATTENTION ALL GROUPS!

SHIPPING INSTRUCTIONS

When shipping **boxes**, **letters** or **packages** to the Gaylord Palms Resort & Convention Center for yourself, IKON will coordinate receipt, holding and delivery of small packages to guest rooms and meeting rooms. The hotel package room may not be used as storage. It is requested that packages arrive at the hotel no earlier than five (5) days prior to date required.

PLEASE ADDRESS YOUR LABELS AS FOLLOWS:

SEND TO:	ATTN: CONVENTION SERVICES GAYLORD PALMS RESORT & CONVENTION CENTER 3206 GAYLORD WAY KISSIMMEE, FL 34746
HOLD FOR:	YOUR NAME
ARRIVAL DATE:	0/00/00
COMPANY NAME:	ANY NAME, INC.
GROUP:	Florida Sheriffs Association
# OF BOXES/PKGS	_____ OF _____

This will not only facilitate the handling of your boxes/packages, but also the retrieval upon your arrival and request for delivery.

Shipping and Receiving Rates for Group Freight (Inbound / Outbound):

0 – 34 pounds	\$ 5.00 each	100+ pounds	\$15.00 each
35 – 69 pounds	\$ 7.50 each	Pallets	\$70.00 per 100 pounds
70 – 99 pounds	\$10.00 each		

Our goal is to provide prompt, efficient, stress-free service to you and your guests.