



Shipping & Receiving Request Form

SENDER INFORMATION

Name: _____
Company Name: _____
Address: _____ Suite #: _____
City: _____ State: _____ Zip: _____
Country: _____
Telephone: (____) ____ - _____ Ext. _____
Shipping Method: _____
Number of Packages: _____
Contents of Shipment: _____

SHIPPING INSTRUCTIONS

It is requested that all packages arrive at the Resort no earlier than five (5) days prior to the required date.

Please address all conference and meeting materials as follows:

Sandpearl Resort

Group Name: _____

Attention: John Scroggins

Hold For: _____

500 Mandalay Avenue

Clearwater Beach, FL 33767

BOX HANDLING FEES

Description	Fee
Pallet (move, store, and breakdown)	\$100.00 per pallet
Exhibit Case	\$50.00 per case
Box - Up to 50 lbs	\$5.00 per box
Box - 50 to 75 lbs	\$15.00 per box
Box - 75 to 150 lbs	\$30.00 per box

PAYMENT INFORMATION

If you are staying at Sandpearl Resort, shipping and handling fees may be charged directly to your guest room.

Guest Room #: _____ Guest Name: _____

Credit Card Type: _____ Name on Card: _____

Card Number: _____ Expiration Date: _____

EVENT REQUIREMENTS

Will you require power and/or AV services? ☐ Yes ☐ No

Additional fees may apply.



Will you require a tablecloth? ☐ Yes ☐ No

A standard setup includes one (1) 6-foot table and two (2) chairs.

If you require anything beyond the standard setup, please specify below:

Will you require return shipping arrangements following your event? ☐ Yes ☐ No

If yes, please provide details:

Please note: Sandpearl Resort is not responsible for loss, theft, or damage to shipped materials. Guests are responsible for arranging outbound shipping and providing all necessary shipping labels and documentation.

**Please email completed form to john.scroggins@ophotels.com