

# SHIPPING CONFERENCE FREIGHT

When preparing your conference freight for both inbound and outbound shipments, please review the below information to help us coordinate your freight. The below information only applies for conference freight and should not be shared for vendor and/or tradeshow freight. Please speak with your Catering and Conference Services Manager for a trade show vendor kit if you have a trade show.

For events at **both** Sandestin Golf and Beach Resort or Hotel Effie, conference freight can be addressed as follows:

Sandestin® Golf and Beach Resort  
ATTN: (Conference Name / Planner Name)  
9300 Emerald Coast Pkwy West  
Miramar Beach, FL 32550

If you have boxes going to multiple locations in the conference center (i.e. office, tradeshow, registration) please notate the delivery location somewhere on the box.

**IMPORTANT:** Please forward all tracking numbers to your Catering and Conference Services Manager once they are generated so that our teams can be put on notice as well. Please also keep these tracking numbers available while you're on-site so we can locate freight if necessary.

Our shipping warehouse at Sandestin is considered a “**remote location**” by major carriers (FedEx, UPS, DHL, etc.). Items shipped overnight or priority overnight will arrive in Fort Walton Beach (20 miles to the west) by the guaranteed time and be placed on a truck for delivery to the resort. Regardless of guaranteed delivery times, Sandestin® typically receives UPS and FedEx deliveries by 12:00 pm.

**When can conference freight be shipped?** - Because of the limited size of our warehouse, please do not schedule conference freight to arrive more than 7 days in advanced of your event.

## Handling Fees – (billed per box)

RECEIVING HANDLING FEES		OUTBOUND HANDLING FEES	
Up to 20 lbs	\$20	Up to 50 lbs	\$20
21 - 50 lbs	\$40	51 - 100 lbs	\$40
51 - 100 lbs	\$60	100+ lbs	\$0.40 / lb
100 + lbs	\$0.60 / lb		