



INNISBROOK

SALAMANDER COLLECTION

Shipping and Receiving Instructions

We look forward to welcoming your group to Innisbrook Resort. The enclosed information provides the necessary details to help you prepare for shipping and receiving ahead of your arrival.

Please note that handling fees must be paid in advance.

Incoming Packages:

All packages must be labeled as follows:

Guest Name (receiving package)
Conference Name
Conference Dates
Innisbrook Resort
C/O: Conference Service Manager Name / Conference Center
36750 US Highway 19N
Palm Harbor, FL 34684

Shipping and Receiving Charges:

- | | |
|---------------------------------|---------------|
| • Envelope | \$3.00/each |
| • Medium Box (5 – 20lbs) | \$7.00/each |
| • Large Box (21 – 59lbs) | \$13.00/each |
| • Extra Large Box (60 – 100lbs) | \$20.00/each |
| • Display Case | \$30.00/each |
| • Boxes 101lbs and up | \$100.00/each |
| • Pallets | \$100.00/each |

The Resort reserves the right to refuse packages that appear damaged, and in any event, assumes no liability for the condition of the contents of such packages. The Resort will not accept materials delivered more than three (3) days before the function.

If you have any additional questions, please reach out to the Director of Catering and Conference Services at 727-942-5209 or by email at aowens@innisbrookresort.com.