



**Sheraton  
Myrtle Beach**  
CONVENTION CENTER HOTEL

## Shipping Information

### **Proper labeling for all shipments:**

*Name of Person Accepting Package*

Company

c/o Sheraton Myrtle Beach Convention Center Hotel

2101 North Oak Street

Myrtle Beach, SC 29577

*Conference Name and Start Date*

### **Package Handling Charges:**

Incoming & Outgoing Package Charges

0-5 Pounds \$5.00 each

6-20 Pounds \$10.00 each

21-50 Pounds \$15.00 each

50+ Pounds \$25.00 each

Crates \$50.00 each

Pallets\* \$110.00 each

\*(Maximum of 3 Pallets)

### **Retrieving Package Procedures:**

1. All shipments must be properly labeled.
2. Packages can be retrieved at the front desk and should not arrive any earlier than 3 days prior to the start of meeting.
3. All packages will be held and stored with hotel security.
4. Payment must be received before shipments are released to receiver.
5. Payments can be charged to hotel room for in house guests or cash, check or credit card via the Front Desk.

### **Shipping Out Package Procedures (After Conference):**

1. Packages to be shipped out of the hotel must be properly addressed and packaged with shipping label.
2. Guest is responsible for contacting their shipping company for pick up.
3. All packages must be delivered to the front desk / security to be held and stored prior to scheduled pick up. Any boxes not picked up 3 days after event will be discarded.
4. For additional information please contact hotel security at 843.918.5088