

*The TradeWinds Print & Business Center is located inside the main lobby of the Island Grand behind the concierge desk.*

**HOURS OF OPERATION**

Monday - Friday: 8:00 a.m.-5:00 p.m.  
Business Center: 24 Hours/7 days

*Should you need to ship a package or mail a letter, the TradeWinds Shipping and Receiving Department is located on the north side of the Magnolia Building to the left of Human Resources.*

**UPS & FEDEX AIR PICKUP TIMES**

Monday – Friday: 4:30 p.m.

**For efficient handling, please address packages being shipped to hotel as follows:**

Hold for the (Client Name) and/or (Convention Service Manager)

Name of Group and/or Event

First Date of Event

Number of Packages (i.e., 1 of 2, 2 of 2, etc.)

TradeWinds Island Grand  
5600 Gulf Blvd  
St Pete Beach, FL 33706

Recipient Phone Number  
(if not a resort guest)

**PRODUCTS AND SERVICES**

**SMALL BUSINESS SOLUTIONS**

Fax Services  
High Def Computers  
Scanning & Emailing  
Notary Services

**PRINTING PRODUCTS AND SERVICES**

Color Printing & Copying  
Black & White Copying  
Black & White Printing  
Stapling  
Collating

**SHIPPING SERVICES**

Domestic  
UPS Next Day Air®  
UPS 2nd Day Air®  
UPS 3 Day Select  
UPS Ground

**INTERNATIONAL**

Letters  
Packages  
Freight  
Air and motor freight

**PACKAGING SERVICES**

Professionally trained staff  
Highest packaging standards  
Any size, value, shape or weight

**RETAIL SHIPPING SUPPLIES AND BOXES**

Boxes  
Bubble cushioning  
Packing peanuts  
Tape

**U.S. POSTAL SERVICES**

Metered Mail  
Priority Mail Services  
Express Mail Services

Please be advised that all inbound and outbound guest, event and exhibitor packages and freight are subject to handling fees based on the following schedules:

**INBOUND HANDLING FEES**

Letters/Packs	\$3
Packages up to 10 Pounds	\$5
11-20 Pounds	\$10
21-40 Pounds	\$20
41-60 Pounds	\$35
61 + Pounds	\$.60/lb
Crates	\$85
Pallets	\$175

**OUTBOUND HANDLING FEES**

Letters/Packs	\$3
Packages up to 19 Pounds	\$5
20-34 Pounds	\$10
35-49 Pounds	\$15
50-69 Pounds	\$20
70-89 Pounds	\$25
90-99 Pounds	\$30
100 + Pounds	\$.35/lb
Crates	\$50
Pallets	\$100

