

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

