



*Galleria*  
**SHOPPES**  
AT VANDERBILT

Welcome Letter from Management

We would like to take this opportunity to welcome you to Galleria Shoppes at Vanderbilt! It is a pleasure to have you join us in our elegant lifestyle plaza! If at any time you may have questions or we can be of service to you, please contact us at: (239) 594-5000.

Ext 1: Leasing

Ext 2: Management

Ext 3: Accounting

Ext 4: Marketing

Ext 5: Project Management

Below you will find some helpful information:

- Rent payment: will be sent via mail, or you can drop payment off at the leasing Office (2343 Vanderbilt Beach Rd. Suite #624, Naples, FL 34019), Monday through Friday 10:00am-4:00pm.
- Emergency Contact Form: please fill it out and return it to the Leasing Office.
- Electric: You will need to contact FPL and make arrangements to have the electricity put in your name. FPL 1220 5<sup>TH</sup> Ave N, Naples, FL 34102 Phone#: 239-262-1322
- Mail: You will need to contact the Post Office regarding address change.
- Insurance: Per your lease agreement, a copy of your Certificate of Liability Insurance on Property is required to be in your file. Please contact your insurance agent so they may prepare one for you with at least the minimum commercial policy coverage and made to The Shoppes at Vanderbilt Beach Road Suite 624 Naples, FL 34109.
- HVAC: Per your lease agreement a copy of your service contract with a licensed air conditioning contractor is required to be in our files. Please provide your HVAC contract to [Management@shopvanderbilt.com](mailto:Management@shopvanderbilt.com).
- IN CASE OF AN EMERGENCY CALL 911 and NOTIFY management on 239-300-8974 and leave a message.

2343 Vanderbilt Beach Road. #624 Naples, FL 34109-239.594.5000

Our Staff:

Construction: Clayton Coleman- [Clayton.Coleman@ShopVanderbilt.com](mailto:Clayton.Coleman@ShopVanderbilt.com)

Leasing: PJ HILL- [Leasing@ShopVanderbilt.com](mailto:Leasing@ShopVanderbilt.com)

Management: Janet Todd- [Management@ShopVanderbilt.com](mailto:Management@ShopVanderbilt.com)

Superintendent: Sam Walton- [Sam.Walton@ShopVanderbilt.com](mailto:Sam.Walton@ShopVanderbilt.com)

Accounting: Mitzi Krietemeyer- [Mitzi@ShopVanderbilt.com](mailto:Mitzi@ShopVanderbilt.com) or ap@ShopVanderbilt.com

Marketing: Diane Cooney- [Marketing@ShopVanderbilt.com](mailto:Marketing@ShopVanderbilt.com)

Admin: Kelley Hampton- [Admin@ShopVanderbilt.com](mailto:Admin@ShopVanderbilt.com)

- IN CASE OF AN EMEGENCY call 911 and NOTIFY management at (239) 594-5000 Ext:2.
- Additional Forms may be found on our website at [www.shopvanderbilt.com](http://www.shopvanderbilt.com)

We hope you enjoy your new space and look forward to providing you with excellent service and support for the development of your business!

Kindest Regards,

The Shoppes at Vanderbilt Staff