

## Shipping Instructions

The UPS Store here at the Marriott Riverwalk manages all guest packages for the hotel regardless of carrier, including UPS, FedEx, USPS, and any independent freight transportation. Please take note of the following before shipping items to the hotel.

- The Marriott Riverwalk will only accept prepaid shipments. The hotel will refuse any shipments delivered COD. Due to space limitations, packages sent more than five (5) days prior to the function will result in a \$25 per day storage fee.
- In order to ensure correct delivery, please address all packages to the guest who will be receiving them. To expedite delivery and return of packages, they should be labeled as follows (if this information will not fit the format of your label, please affix it securely to the outside of your box):

Attn: [Guest Name]  
 [Company Name] at [Name of Conference]  
 Booth #\_\_\_ (if applicable)  
 889 E Market St.  
 San Antonio, TX 78205  
 Box \_\_\_ of \_\_\_ (if applicable)

- There will be both an incoming and outgoing handling fee for all shipments. Handling fees are based upon the weight of the parcel. Handling fees may be applied to a master account (with authorized signer), guest room, or credit card. This information is to be provided on our "Exhibitor Shipping Authorization" form. If a payment method is not supplied, packages will not be delivered. Our handling fees are as follows:

<u>Cardboard Boxes</u>		<u>Irregular Cases &amp; Tubes</u>		<u>Freight</u>			
1-9 lbs	\$5	50-74 lbs	\$35	Case/Poster/Tube	\$30	Crate 1-149 lbs	\$150
10-19 lbs	\$10	75-100 lbs	\$60	Case/each	\$60	Crate 150+ lbs	\$200
20-29 lbs	\$15	100+ lbs	\$90			Pallet	\$150
30-49 lbs	\$30			Labor Fees	\$60		

- Each exhibitor will need to complete the "Exhibitor Shipping Authorization" and return it to The UPS Store before the arrival of their packages. Please email the completed form to: [store6140@theupsstore.com](mailto:store6140@theupsstore.com).
- Arrangements for outgoing shipments can be made through the Business Center before your departure. If a guest does not have a premade label for their parcel(s) one can be made to ship UPS in the Business Center. **We can not use UPS or FedEx account numbers.** All charges for labels can be put to a credit card or guest room, and cash payments can only be made when a package is ready to be shipped (requires no packing from The UPS Store) and brought to the Business Center during operating hours.
- Items not claimed within 30 days of the conference will be discarded or returned to sender; this applies to both incoming and outgoing shipments. The UPS Store does not accept any liability for equipment, goods, displays, or other materials which arrive or fail to arrive at the hotel. The company or guest is responsible for insuring their property for loss and/or damage.

Thank you, and we hope you enjoy your time here at the Marriott Riverwalk!

**The UPS Store #6140**

889 E. Market St.

San Antonio, Texas 78205

(210) 299 - 6555

[store6140@theupsstore.com](mailto:store6140@theupsstore.com)

# The UPS Store®



Marriott Riverwalk  
889 E Market St San Antonio, TX 78205  
(210)299-6555 Phone  
[store6140@theupsstore.com](mailto:store6140@theupsstore.com)

## Exhibitor Shipping Authorization

### Total Number of Parcels \_\_\_\_\_

Each item will be weighed to ensure accurate billing

### Handling Fee:

Boxes/Cartons		Crates <149 lbs	\$150.00
1-9 lbs	\$5.00	Crates >150 lbs	\$200.00
10-19 lbs	\$10.00		
20-29 lbs	\$15.00	Pallets (shrinkwrapped)	\$150.00
30-49 lbs	\$20.00		
50-74 lbs	\$35.00	Display box/poster/tube	\$30.00
75-100 lbs	\$60.00	Display Case	\$60.00
100 lbs +	\$90.00		

### Booth # \_\_\_\_\_

### Contact Name: \_\_\_\_\_

### Phone Number: \_\_\_\_\_

### Shipping :

Please affix your preprinted shipping labels to your parcels.

If you do not have your own account number for shipping we can create a shipping label for you.

SHIP TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

Next Day Early AM \_\_\_\_\_ Next Day Air \_\_\_\_\_ Next Day Air Saver \_\_\_\_\_

2nd Day Air \_\_\_\_\_ 3 Day Select \_\_\_\_\_ Ground \_\_\_\_\_

Insurance: \$ \_\_\_\_\_ (UPS covers damage/loss up to the first \$100.00)

### Billing/Payment:

Guest Name/Room Number: \_\_\_\_\_

OR

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*Receipts and any tracking numbers associated with shipments will be sent to the email address above\*\***

## Notary services

Per signature

## Fax Services

Incoming/outgoing domestic

Outgoing international  
(Most destinations)

## Packaging Materials

Bubble cushioning

Foam peanuts

Shrink wrap

Tape

Boxes

Markers

## UNITED PROBLEM SOLVERS™

# PRODUCTS & SERVICES

Your one-stop shop.



The UPS Store® 

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## Shipping Services

Domestic	UPS Next Day Air® UPS 2nd Day Air® UPS 3 Day Select® UPS Ground
International	Letters & packages
Postal products & services	Postage stamps
Corporate accounts	See hotel package management services

## Packing Services

- Custom packing solutions
- Specialized packing for high-value/fragile items
- We can pack almost anything

## Hotel Package Management Services

Incoming/outgoing packages & letters

1-9 lbs  
10-19 lbs  
20-29 lbs  
30-49 lbs  
50-74 lbs  
75-100 lbs  
100+ lbs

Incoming/outgoing crates

Up to 149 lbs  
150+ lbs

Shrink-wrapped, self contained pallets

Delivered to meeting room

Incoming/outgoing display cases

Box/poster/large tube  
Case/each  
Labor fees

*Free storage for first 5 calendar days, \$25/day for all subsequent days*

## Black & White Copies

*28 lb bond white paper, single-sided  
8.5" x 11" or 8.5" x 14"*

1-500	
501-1,000	
1,001-2,000	
2,000+	Ask for quote
11" x 17" copies are double 8.5" x 11" price	
Double-sided are priced as 2 copies	
Reduction/enlargement	
Editing	

## Color Copies

*28 lb bond white paper, single-sided*

	8.5" x 11"	8.5" x 14"	11" x 17"
1-99			
100-499		Ask for quote	
500-2,000		Ask for quote	
2,000-4,999		Ask for quote	
5,000+	Ask for quote		
Reduction/enlargement			
Editing			

## Document Finishing

Hand collating	Ask for quote
Machine stapling	
Cutting	
Folding	
Padding	Ask for quote

## Comb or Spiral Binding

8.5" x 11", less than 1"
8.5" x 11", more than 1"
Clear front/black back covers

## Laminating

Luggage tag/business card
8.5" x 11"
8.5" x 14"
11" x 17"

## Specialty Paper

8.5" x 11", price per sheet in addition to copy charge
Pastel
Astrobright
Résumé
32 lb, gloss text
NCR (2-5 part)
80 lb, gloss cover
Transparencies

## Scanning Services

1 page
Additional pages
Save file to thumb drive
Save file to CD
Email file

## Graphic Design/Editing

Graphic design	
File editing	
Flyers, signs, forms, etc.	Ask for a quote

## Computer Time Rental

<i>3rd party, credit card only</i>
Access fee
Per minute