

# The UPS Store

THE MINNEAPOLIS HILTON HOTEL

1001 MARQUETTE AVE, STE 208 MINNEAPOLIS, MN 55403

P: 612.376.1035 F: 612.376.1037 | [STORE7122@THEUPSSTORE.COM](mailto:STORE7122@THEUPSSTORE.COM)

## Incoming Shipment Form

The UPS Store will gladly receive packages on your behalf. Please complete this form and adhere to the shipping and pick up instructions detailed this form.

The UPS Store is committed to providing you with an outstanding experience during your stay. All attendee and event packages being shipped to the store must follow the address label standards (illustrated below) to prevent package routing delays. We suggest that you do not send packages Early AM unless you work out arrangements ahead of time with The UPS Store. Please call or email to arrange Early AM. deliveries. Additional fees apply. We ask that you please refrain from sending USPS shipments as times are solely estimates and not guaranteed. It is your responsibility to track your shipment. We do not contact you once your packages arrive.

### Label must be addressed as below:

Hold For Guest: (Guest Name)  
c/o The UPS Store # 7122  
(Convention / Conference / Group / Event Name)  
1001 Marquette Ave, STE 208  
Minneapolis, MN 55403

### Pick up Instructions

Packages must be picked up directly from The UPS Store in the Minneapolis Hilton Hotel. We are located on the second floor next to the escalators. We do have a cart you may use to bring your items to the show location. The cart is available on a first-come first-serve basis and must be returned within 30 minutes. Customers not returning carts to The UPS Store will be assessed a replacement fee of \$200. Carts are the property of The UPS Store and not the Minneapolis Hilton Hotel.

### Regular Hours of Operation:

Monday, Tuesday & Thursday 9am- 2pm\*

Wednesday & Friday 9am- Noon\*

\*Additional hours can be arranged during conferences

## Receiving/Inbound Handling & Storage Conditions\*

Includes receiving, securing, and storage of items for up to 3 calendar days prior to package(s) being picked up. All packages are charged per package based on weight and size. Packages must be picked up directly from The UPS Store. Due to union labor laws, we are not able to deliver your items to the show booths within any halls or rooms. Packages not picked up within 3 calendar days will incur an additional storage fee per package per day based on original pricing specified.

<b>PARCEL INBOUND FEES</b>	
<b>STANDARD PACKAGES</b>	
OVERNIGHT LETTER	<b>\$5</b>
1-10 LBS	<b>\$7</b>
11-20 LBS	<b>\$15</b>
21-40 LBS	<b>\$25</b>
41-60 LBS	<b>\$40</b>
<b>HEAVY SHIPMENTS 60-101+ LBS</b>	
61-100 LBS	<b>\$60</b>
101+ LBS	<b>\$80</b>
<b>PALLETS/CRATE:</b>	
Per Pallet/Crate	<b>\$250</b>

## Outbound Handling Conditions\*

Convention guests with **prelabeled shipments** – please be advised a handling fee will apply as detailed below.

<b>PARCEL OUTBOUND FEES</b>		
<b>STANDARD PACKAGES</b>		
	<b>UPS</b>	<b>FEDEX</b>
LETTER/PACKS	<b>\$5</b>	<b>\$5</b>
1-10 LBS	<b>\$7</b>	<b>\$7</b>
11-20 LBS	<b>\$15</b>	<b>\$15</b>
21-40 LBS	<b>\$25</b>	<b>\$25</b>
41-60 LBS	<b>\$40</b>	<b>\$40</b>
<b>HEAVY SHIPMENTS 60-101+ LBS</b>		
	<b>UPS</b>	<b>FEDEX</b>
60-100 LBS	<b>\$60</b>	<b>\$60</b>
101+ LBS	<b>\$80</b>	<b>\$80</b>
<b>PALLET/CRATE</b>		
Per Pallet/Crate	<b>\$250</b>	

**THIS FORM MAY BE SUBMITTED PRIOR TO DELIVERY FOR ADVANCED NOTICE AND PAYMENT.**

CONTACT INFORMATION		PACKAGE INFORMATION	
COMPANY / SENDERS NAME:		NAME OF EVENT:	
EMAIL ADDRESS:		NUMBER OF PACKAGES BEING SHIPPED:	
RECIPIENTS NAME:		ARRIVAL DATE:	
		PICK UP DATE:	
		AUTHORIZED RECIPIENT:	

Account Type:  Visa     MasterCard     AMEX     Discover

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

CID Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

I authorize The UPS Store #7122 to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that in the event my credit card is declined my shipment fees must be paid at pickup. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. I understand giving false and/or inaccurate information may result in package not leaving and/or package abandonment.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**WITH ANY QUESTIONS, PLEASE CONTACT US DIRECTLY:**

**THE UPS STORE, MPLS HILTON HOTEL, 1001 MARQUETTE AVE., STE A, MINNEAPOLIS, MN 55403**

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