

## THE UPS STORE Shipping Instructions

Please direct shipments for the TBAALAS Conference 2018 as follows:

### Boxes or Cases that can be moved by Hand Truck / Dolly:

Address:

The UPS Store

c/o (Your Company Name)

1511 South Texas Avenue

College Station, Texas 77840

***Please label the boxes: 1 of 8, 2 of 8, etc.***

### Large Crated Items that require a Mechanical Forklift (over 150 lbs):

Address:

The UPS Store

c/o (Your Company Name)

c/o Conlee-Garrett Warehouse

600 South Bryan Avenue

Bryan, Texas 77803

All boxes or cases sent to 1511 South Texas Avenue will be subject to charges listed on the Shipping Fees page.

Items requiring warehouse storage are subject to the charges listed on the Shipping Fees page, but will be charge as follows:

Storage	\$8.00 cwt
Warehouse Handling (In & Out)	\$8.00 cwt
Delivery / Pick Up (Weekend)	\$25.00 cwt
Delivery / Pick Up (Weekday)	\$20.00 cwt

# THE UPS STORE

## Payment / Shipping Information

**\*\*Completion of this form indicates your acceptance of all Terms and Pricing listed on the Shipping Instructions and Shipping Fees pages.\*\***

EVENT INFORMATION			
Event:			
Event Date:			
Exhibitor:			
Company Name:			
Phone:			
Onsite Contact:		Onsite Cell Phone:	

PAYMENT INFORMATION	
Credit Card to be Charged (REQUIRED):	
Type of Card:	
Name on Credit Card:	
Expiration Date:	
Signature:	
Printed Name:	
Company Billing Address: (for receipt)	

DELIVERY / PICKUP INFORMATION		
Delivery to Hilton	Date:	
	Hilton Location:	
	Approx. Time:	
	# of Parcels:	

Pickup from Hilton	Date:	
	Hilton Location:	
	Approx. Time:	
	# of Parcels:	

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Phil Gougler, Owner

## THE UPS STORE Shipping Fees

Each exhibitor is directly responsible for contacting The UPS Store to arrange shipping. A minimum of 7 days notice is required prior to receipt of goods, if boxes weigh less than 70#. Shipments weighing more than 70# will require 30 days notice.

### The UPS Store will coordinate & handling the following:

- Accept all exhibitors' packages & containers within five (5) days prior to the date of exhibit.
- Deliver same packages to the Hilton on the day requested.
- Remove & Arrange all packages from Hilton premises
- Ship all Hilton guest packages to their chosen destinations.

Note: The UPS Store will schedule & coordinate deliveries and breakdowns so as to be able to handle all exhibitors at the same time. Any exceptions to this will have to be handled on an individual basis and subject to additional charges.

### Fees:

- **\$45.00 Delivery Fee per Exhibitor** (from The UPS Store to Hilton OR Hilton to The UPS Store), provided no individual parcel exceeds 70# and delivery is made during normal store hours. MAXIMUM OF 5 BOXES.
- **\$5.00 Per Box for Each Box over 5**
- **\$50.00 for Pickups / Deliveries made outside of normal store hours**
- **\$20.00 for Parcels exceeding 20#**
- **\$5.00 Pickup Fee** - Any FedEx Shipments using their own FedEx account number

Shipping Fees for UPS Shipments will be at The UPS Store retail rates for its customers.

Charges will be secured with Hilton exhibitor's credit card or with a deposit of 50% of estimated total charges in advance.

Parcels / Equipment requiring special storage & insurance will be bid upon prior to exhibit and will be at reasonable third party rates for that particular exhibit.

**Liability: Insurance will be exhibitor's responsibility for liability above and beyond \$50.00 per exhibitor at all time. This includes storage.**