



## The UPS Store 6100™

### Hilton San Diego Bayfront

1 Park Blvd San Diego, CA 92101

Phone (619)321-4201 Fax (619)564-3344

[Store6100@theupsstore.com](mailto:Store6100@theupsstore.com)

Exhibitors,

Please reference the following information regarding having materials shipped to and from the Hilton Bayfront.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company

Conference Name

1 Park Blvd

San Diego, CA 92101

**Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:**

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	\$3.00
Padded Pak	\$6.00
1-10 lbs	\$6.00
11-21 lbs	\$12.00
22-41 lbs	\$25.00
42-60 lbs	\$50.00
61-100 lbs	\$80.00
101 lbs and over	\$120.00
Pallets	\$275.00

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing per request. Please visit The UPS Store Business Center on the 3rd floor to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well. Please see the accompanying 'Exhibitor Return Shipping Form' for more details.

Please contact The UPS Store Business Center via any of the contact methods above with any questions  
Operating Hours: Monday-Friday 7am-8pm & Saturday-Sunday 8am-4pm



# The UPS Store™

## Credit Card / Room Charge Authorization Form

Sender's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Total # of Packages: \_\_\_\_\_

E-mail Address (Mandatory to receive tracking & receipt): \_\_\_\_\_

Package(s): ☐ Already have UPS/Fedex labels ☐ Need to be processed for shipping

### SHIPPING INFORMATION:

Company Name: \_\_\_\_\_

Attn: \_\_\_\_\_ Ph: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Shipping Speed: ☐ Next Day ☐ 2 Day ☐ 3 Day ☐ Ground

Insurance Needed (Select 'yes' if valued over \$100): ☐ NO ☐ YES If yes, value amount/details of which package (s) need insurance if multiple packages are being shipped \$: \_\_\_\_\_

### BILLING INFORMATION:

Please select **ONE** of the following billing options:

#### **Bill to Guest Room:**

Guest Room #: \_\_\_\_\_

Name on Room: \_\_\_\_\_

**---OR---**

#### **Bill to Credit Card:**

Credit Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Amex \_\_\_\_\_ Other

Billing Zip Code: \_\_\_\_\_

I authorize The UPS Store to charge my credit card/guest room for package services described above:

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

Date: \_\_\_\_\_