

The UPS Store



**Baltimore Waterfront
Marriott Vendor Package**



The UPS Store

Baltimore Marriott Waterfront
700 Aliceanna Street
Baltimore, MD 21202
410.895.1806 Tel
410.895.1997 Fax
store6266@theupsstore.com email

Shipping and Receiving



The UPS store provides a full range of services to include:

- Packaging
- Crating & palletizing
- Shipping: Domestic & International
- Exhibit Drayage
- Freight shipments (inbound and outbound)

The hours of operation:

<i>Baltimore Marriott Waterfront Hotel</i>	
Mon-Fri	8 am to 6 pm
Sat	10 am to 4 pm
Evenings & Sun	By prior arrangement

Please address all packages as indicated below:

<i>Baltimore Marriott Waterfront Hotel</i> Baltimore Marriott Waterfront Hotel C/O The UPS Store Receiver's Name 700 Aliceanna Street Baltimore, MD 21202 (410) 895-1806

In addition please include this information on the package:

EVENT NAME BOOTH/ TABLE # EVENT DATE(S)

Due to limited storage space, we will not be able to accept shipments more than three (3) business days prior to the start date of the event. Storage fees will apply for all items arriving early.

If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting The UPS Store at: (410) 895-1806 or store6266@theupstore.com.

Additional fees may apply for delivering shipments or packages outside of our normal business hours.

Arrangements must be made for package pick-up or return shipping within two (2) days after the event ends. Storage fees will apply for all packages held more than 2 business days.

All outgoing packages must be properly packed, labeled with shipping address, return address. Additional fees will apply if packaging is required to meet carrier packaging guidelines.

The UPS Store can ship small packages and freight for any events, contractors or exhibitors at the conclusion of your event. Current UPS retail rates are charged along with the handling fees noted below. We can also arrange freight shipments of pallets, crates and other large items from your location to the Baltimore Marriott Waterfront Hotel before your event. Please contact us for a quote.

Guests may also use their own accounts and are responsible for preparing their own outbound carrier (e.g. UPS or FedEx) labels and may use the carrier of their choice. Daily pick-ups are scheduled for UPS and FedEx Express. Additional

fees may apply for scheduling other carrier pick-ups (e.g. FedEx Ground, DHL, Couriers, freight companies, etc.)

Limited carrier waybills are available; guests should plan accordingly to provide their forms and supplies as necessary.

Neither the UPS Store nor the Baltimore Marriott Waterfront Hotel is responsible for any abandoned materials and they will be discarded after three (3) business days.

The UPS Store cannot loan any material handling equipment. All equipment may only be used by our staff and prevailing labor rates and/or fees will apply accordingly.

The UPS Store charges the fees below for services. Guests staying with the hotel may have the fees billed to their room. Events or groups may have their fees billed to their master account. Other exhibitors or vendors should complete the attached form and return it by fax to (410)-895-1806 or by scanning and emailing the form to: store6266@theupsstore.com

BALTIMORE MARRIOTT WATERFRONT

Parcel Handling Fees

Separate fees apply for each direction of parcels (Inbound & Outbound).

Small Package (UPS/FedEx)

Letter/Envelope	\$3
1-10 lbs.	\$5
11-30 lbs.	\$12
31-50 lbs.	\$25
51-75 lbs.	\$45
76-100 lbs.	\$70
101-150 lbs	\$100
151 + lbs	\$150

Rolling Cases

Sm. Rolling Crate (< 76 lbs.)	\$45
Med. Rolling Crate (76-150 lbs.)	\$65

Freight

Sm. Rolling Crate (< 76 lbs.)	\$60
Med. Rolling Crate (76-150 lbs.)	\$100
Lg. Rolling Crate (>150 lbs.)	\$150
Pallet (Freight)	\$250

Additional fees:

Storage: \$10 per day per small package or rolling case; \$50 per day per freight or pallet.

Labor rates: \$75 per hour per person

Label preparation: \$5 per label

After hour delivery or pick-up: \$75 per hour per person; 3 hour minimum on Sundays.

Material: Prevailing rates based on material

Fees are subject to change



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Shipping and Handling Fee Form

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Please complete either section below and return to The UPS Store.

Please bill my room or the group master account _____
on file with the Baltimore Marriott Waterfront Hotel for any charges.

I authorize The UPS Store to post these charges to master account above
with the Baltimore Marriott Waterfront Hotel.

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping
charges if items are being shipped on The UPS Store account.

Signature: _____ Date: _____

Credit Card Information:

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping
charges if items are being shipped on The UPS Store account.

I **authorize** The UPS Store to bill the credit card below for payment:

Card # _____ Exp: _____ Bill Zip Code _____

Signature: _____

Date: _____