



Our goal is the expeditious delivery of guest parcels to the designated meeting room/space/booth once they arrive on property and have been properly inventoried into our database. To avoid delays in delivery, please include the following information on your shipping label:

- on site contact name (*non hotel staff*)/company name
- meeting space (room/booth#, etc)
- contact phone number
- event/conference name

All incoming/outgoing parcels will be subject to handling fees (see below). Parcels not immediately delivered to meeting spaces will be held in storage (for up to 5 calendar days) until called for by the recipient. **Note, any parcels held in storage longer than 5 days will accrue storage fees beginning on the 6th day at \$25/day/parcel.**

<u>Weight</u>	<u>Handling Fee</u>
0-9 lbs	\$5
10-19 lbs	\$10
20-29lbs	\$15
30-49 lbs	\$20
50-74 lbs	\$35
75-100 lbs	\$60
100+ lbs	\$90
Lg. Display Case	\$60
Sm. Display Case (up to briefcase size)	\$30
Pallet	\$150
Crate up to 149 lbs	\$150
Crate 150+ lbs	\$200

Delivery of parcels to meeting space (booth, table, room, etc.) prior to guest arrival will be arranged only when the reverse side of this form is filled completely (shipping section should be filled in with information pertinent to outbound shipping at the conclusion of stay)--this form must accompany parcels shipped or can be emailed to the Marriott Rivercenter (store6130@theupsstore.com), or the Marriott Riverwalk (store6140@theupsstore.com) sometime prior to event.**

Outbound shipping labels are processed through The UPS Store at retail shipping rates + handling fees; **the reverse side of this form should be filled in completely.** While we are unable to charge these payment to UPS shipping accounts, we will gladly post to guest rooms. Anyone wishing to utilize their own pre-printed shipping labels (UPS or Fed Ex) will be responsible for payment of handling fees only.

Terms & Conditions: Receiving and storage charges are payable at the time of pickup or delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state, and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Marriott or The UPS Store nor its employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any packages or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Marriott or The UPS Store may establish for receiving and delivering your packages.

**Prices are subject to change.

Marriott Riverwalk
839 E. Market Street
San Antonio, Tx 78205
Phone (210) 299-6555
Fax (210)299-6564
store6140@theupsstore.com

The UPS Store™



Marriott Rivercenter
101 Bowie Street
San Antonio, Tx 78205
Phone (210) 554-6208
Fax (210) 554-6204
store6130@theupsstore.com

Exhibitor Shipping Authorization

Total Number of Parcels _____

Each item will be weighed to ensure accurate billing

Vendor: _____

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 (shrink wrapped)	\$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		

Contact Name: _____

Phone Numbers: _____

*Labor Fee-\$75/hr or portion thereof/setup, etc.

Storage: First 5 calendar days are complimentary,
each day after incurs a \$25/day/parcel storage fee.

Shipping:

If you have your own shipping labels with account numbers filled in, shipping will be billed according to your specifications. The UPS Store will not be able to provide waybills and will not be able to make charges to your account.

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

SHIP TO: _____

ATTENTION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

Next Day Early AM: _____ Next Day Air: _____ Next Day Air Saver: _____

2nd Day Air: _____ 3Day Select: _____ Ground: _____

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

Billing/Payment:

Guest Name/Room Number: _____

Credit Card Number: _____ **OR** _____
No UPS Account Numbers

Expiration Date: _____ Billing Zip Code: _____

Cardholder Name: _____ Signature: _____

Phone Number: _____ Date: _____

Email Address: _____

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