

The UPS Store



Welcome Vendors, Exhibitors and Guests!

To assist in making this a successful show we have attached some helpful material for you.

Included you will find both in-bound and outbound shipping instructions along with handling fee pricing. All packages incur inbound and outbound handling fees. Please note any packages received at the hotel *more than five (5) days prior to your event will incur storage fees of **\$25 per day per package.***

We ask that you please mark on your packages your event name, date of your arrival, your Company or booth name, and if you have the information your booth number as well. This will help guarantee none of your items are misplaced or returned to sender. ***The UPS Store Business Center is not responsible for packages that were not labeled or addressed correctly.***

The UPS Store and La Cantera Resort will not accept C.O.D. deliveries. No exceptions.

The ***Package Drop Authorization Form*** will expedite your package delivery. This form allows you to put your tracking numbers, number of packages you are expecting, and recipient names (which are very important) as well. There is also a place for payment information. All packages incur both inbound and outbound handling fees depending upon the weight and type of package, even if you have prepaid labels. This is a The UPS Store charge and cannot be charged to any outside account numbers. Attached is the pricing list for your information. ***Packages with no payment information or prior arrangements will not be delivered until payment has been made.***

The ***Exhibitor Shipping Authorization Form*** will come in handy during your breakdown. You are welcome to use your own prepaid shipping labels from the carrier of your choice. The UPS Store Business Center will ensure these packages make it down to the dock for pick up that evening. In using your own labels you will only be responsible for outbound handling fees. Again, all packages incur both inbound and outbound handling fees regardless of courier used. We do not accept outside account numbers, however, you are always welcome to use the rental computers in the Business Center to process your own labels. You will only be charged for computer use, printing and handling fees. ***You cannot charge to your room once you have checked out.*** If you do not have your own labels we ask you fill out the **ESA** in full including payment information and we will process your labels for you, please include an email address so we can email you the tracking numbers. ***All shipping and handling fees must be paid in full before package(s) are shipped out. You cannot charge to your room after checkout. The UPS Store does not bill to outside account numbers, we apologize for this inconvenience.***

If you have any questions please do not hesitate to email us at store6637@theupsstore.com or call directly 210-558-2476 and we will be happy to help. We look forward to working with your during your stay with us!

Rachel Taylor, General Manager

The UPS Store Business Center 6637 @ La Cantera Resort & Spa

16641 La Cantera Pkwy, San Antonio, TX 78256

210-558-2476 Center Phone 210-558-2430 Center Fax

210-558-2276 Dock Office

store6637@theupsstore.com

The UPS Store®



Booth/Room #

Contact Name:

Contact Phone#

Business Center #6637 @

La Cantera Resort

16641 La Cantera Pkwy

San Antonio, TX 78256

Phone 210-558-2476

Email store6637@theupsstore.com

Package Drop Authorization

I authorize The UPS Store #6637 to leave the following referenced packages. Tracking numbers:

1. _____

2. _____

3. _____

4. _____

5. _____

At the following location:

_____ Guest Room

_____ Event Booth

_____ Front Desk

_____ Other

Billing Information:

Bill to: _____

Credit Card # _____

Guest Room# _____

Exp: _____ SEC _____ Zip Code _____

Master Account# _____

Name on Card: _____

By my signature, I am requesting and authorizing that "The UPS Store #6637" leave the above shipments at the location indicated. I release "The UPS Store #6637" from all liability for any loss or damage that may result from leaving this shipment at my request.

Print Name (First and Last) _____

Signature _____

UPS Use Only: Delivered by _____ Date _____ Time _____ # of pkgs _____



The UPS Store Business Center @La Cantera Resort & Spa
16641 La Cantera Pkwy
San Antonio, TX 78256
Center Phone 210-558-2476 Fax 210-558-2476
Email store6637@theupsstore.com

Credit Card Authorization Form

I, _____, hereby authorize The UPS Store, to charge my credit card for the amounts invoiced.

Customer/Company Name: _____

AMERICAN EXPRESS/DISCOVER/MASTERCARD/VISA

Credit Card Number: _____

Expiration Date: _____ SEC Code: _____

Credit Card Billing Address:

Street: _____

City: _____

State: _____ Zip: _____ Country: _____

Telephone: _____

Email: _____

Cardholder's Signature & Date:

As the cardholder, I authorize The UPS Store to charge my credit card for future purchases verbally (or written) approved by me. Your completion of this authorization form helps us to protect you from credit card fraud. The UPS Store will keep all information entered on this form strictly confidential.

X _____ Date: _____