



The UPS Store #6637  
16641 La Cantera Pkwy  
San Antonio, TX 78256  
store6637@theupsstore.com

## **Welcome Exhibitors!**

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

The Exhibitor Shipping Authorization is a form that will expedite your last day with us. Fill out the form completely and leave it with your packed up materials in your booth area. Your receipt and any tracking information will be emailed to the address you provide on the form.

If you have your own FedEx or UPS shipping labels, please attach them to your items. You do not need to complete the Shipping portion of the Exhibitor Shipping Authorization Form, you will only need to fill out the billing portion for the handling fees to be charged. If you have your Account Number but do not have pouches, see the staff at The UPS Store and shipping pouches will be provided to you at no charge. The UPS Store is required to use their own shipping account number and are not allowed to use your account number. If you have your account number, see the staff at The UPS Store and a waybill will be provided to you to fill out and place on your outgoing shipment(s). Handling fees cannot be charged to UPS accounts.

There are booth labels for you to apply to each item. Please ensure that you mark your Booth Number as well as the total number of pieces you have. This will guarantee none of your items are misplaced. The UPS Store is not responsible for pieces that were not labeled properly.

Once you have packed up your materials, completed the form, and labeled your parcels, leave everything in your booth area and The UPS Store Team will retrieve them, process the handling fees and create any needed shipping labels, and have your items ready for pickup. If any of your boxes need to be taped our staff will seal your items at that time.

If you have any questions please do not hesitate to email us at [store6637@theupsstore.com](mailto:store6637@theupsstore.com) and we will get back to with an answer. We thank you for your business, and look forward to working with you!

Thank you,

Rachel Taylor  
General Manager  
The UPS Store-La Cantera Resort Hill Country

# The UPS Store

#6637



## La Cantera Hill Country Resort Shipping Instructions

### In-Bound Shipping Instructions

To eliminate any package delays please utilize the addressing instructions below. All packages received by The UPS Store require a signature release before leaving The UPS Store custody. Release signatures are captured at the time of package pickup at The UPS Store, or during delivery to the recipient. In-bound receiving and handling fees will be applied to all package(s). Fees applied are in addition to standard shipping rates.

Use only the individual guest name for the field below who will be on site to sign for the package(s). Please DO NOT address your packages to a hotel employee or Event Manager as this could cause the package to be delayed. Deliveries can be scheduled prior to arrival at the hotel by emailing The UPS Store at [store6637@theupsstore.com](mailto:store6637@theupsstore.com) or upon arrival by calling the hotel operator from a house phone.

**To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel one or more days prior to the start of your event. Packages scheduled to be delivered on the day of your event may be late.**

#### Shipments for Meetings:

Affix a label with the following information in addition to the airbill

La Cantera Hill Country Resort  
(Event Name) (Arrival Date)  
Hold for Guest (Guest Name ) (Guest Cell Number)  
(Guest Company Name) (Booth Number)  
16641 La Cantera Parkway  
San Antonio, Texas 78256

#### Shipments for Individual Guests:

La Cantera Hill Country Resort  
Hold for Guest (Guest)  
(Arrival Date) (Guest Cell Number)  
16641 La Cantera Parkway  
San Antonio, Texas 78256

### Out-Bound Shipping Instructions

Please affix a completed carrier airbill to each package to expedite the process for out-bound shipments. If you do not have a completed airbill see The UPS Store for assistance. Boxes, carrier envelopes, and shipping supplies are available at The UPS Store. Pickup of out-bound shipments by any carrier other than UPS or FedEx must be coordinated with The UPS Store. Out-bound fees are in addition to standard shipping rates.

### Handling Fees

Fees are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or paid in The UPS Store with a credit card or cash.

Weight	Handling Fee
0-9lbs	5.00
10-19lbs	10.00
20-29 lbs	15.00
30-49 lbs	20.00
50-74 lbs	35.00
75-100 lbs	60.00
101 + lbs	90.00
Crates up to 149 lbs.	\$150.00
Crates from 150 lbs.	\$200.00
Pallets (shrink wrapped)	\$150.00
Display box/poster/tube)	\$30.00
Display case	\$60.00

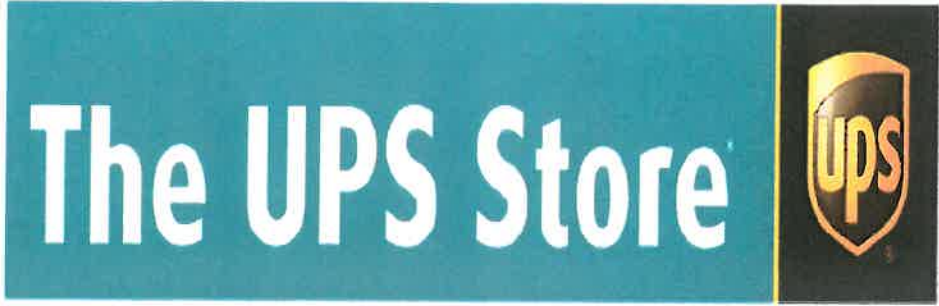
### Storage Fees

A \$25 per day fee is applied to each package that is stored for more than five (5) calendar days.

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 local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither La Cantera Resort or The UPS Store provide such insurance. Neither La Cantera Resort, The UPS store nor the 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 of damage to any package or its

contents, unless a package to be bound by any additional terms and conditions that La Cantera Resort or The UPS Store may establish for receiving and delivering you packages.

\*Prices are subject to change



**La Cantera Resort**  
**16641 La Cantera Pkwy**  
**San Antonio, TX 78256**  
**store6637@theupsstore.com**

## Package Handling and Storage

### Shipping Instructions:

- The La Cantera Resort and Spa will only accept prepaid shipments. The hotel will refuse any shipments delivered COD and the hotel will make no notifications to the shipper. Items cannot be received more than five (5) days prior to the function. Packages sent more five (5) days prior to the function will result in a \$25 per day per package storage fee.
- All items shipped to the hotel should be labeled as follows (If information does not fit on label please provide on the outside of the package):

Attn: Guest Name  
 Company Name  
 16641 La Cantera Pkwy  
 San Antonio, TX 78256  
 Conference Attending: Name of Conference  
 Dates of Conference  
 Box \_\_\_\_\_ of \_\_\_\_\_

- There will be handling fee for all incoming and outgoing shipments. Handling fees are based on the weight of the box. Handling fees may be applied to a master account (with authorized signer only), guest room, or credit card. The UPS Store does not accept any liability for equipment, goods, displays, or other materials, which arrive or fail to arrive at the hotel. The group is responsible for insuring its property for loss and/or damage.

**Handling Fees:**

<b>1-9 lbs</b>	<b>\$5.00</b>
<b>10-19 lbs</b>	<b>\$10.00</b>
<b>20-29 lbs</b>	<b>\$15.00</b>
<b>30-49 lbs</b>	<b>\$20.00</b>
<b>50-74 lbs</b>	<b>\$35.00</b>
<b>75-100 lbs</b>	<b>\$60.00</b>
<b>100 lbs +</b>	<b>\$90.00</b>
<b>Crates &lt;149 lbs</b>	<b>\$150.00</b>
<b>Crates &gt;150 lbs</b>	<b>\$200.00</b>
<b>Pallets (shrink wrapped)</b>	<b>\$150.00</b>
<b>Display box/poster/tube</b>	<b>\$30.00</b>
<b>Display Case</b>	<b>\$60.00</b>

- The UPS Store hours are Monday-Friday 9am-12pm and 3pm-5pm. Advance arrangements must be made through the Catering Office for weekend delivers at least five (5) days prior to delivery. Items not claimed within 30 days of conference will be discarded or returned to sender/ this applies to both incoming and outgoing shipments.

#6637

# The UPS Store



Booth/Room #

Contact Name:

Phone #

**La Cantera Resort**  
16641 La Cantera Pkwy  
San Antonio, TX 78256  
store6637@theupsstore.com

## Package Drop Authorization

I authorize The UPS Store #6637 to leave the following referenced package(s):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

At the following location:

- \_\_\_\_\_ Guest Room
- \_\_\_\_\_ Front Desk
- \_\_\_\_\_ Other

### Billing Information:

Bill to: \_\_\_\_\_

Credit Card # \_\_\_\_\_

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

Exp: \_\_\_\_\_ Zip Code \_\_\_\_\_

Master Account # \_\_\_\_\_

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

Print Name (First and Last) \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_ Date \_\_\_\_\_

UPS Use Only: Delivered by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
# of Parcels \_\_\_\_\_