Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by The UPS Store Print & Business Services require a release signature before being released from The UPS Store Print & Business Services’s custody to the intended recipient. Release signatures are captured at the time of package pick-up from The UPS Store Print & Business Services or during delivery of package(s) to the recipient. Inbound and Outbound Package Handling Fees will be applied on a per package basis based on the weight of each package as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient for whom you will be onsite to receive and sign for the package(s). Please do not address your package(s) to the Hotel Staff or a Show Manager as this could cause confusion in package sorting and/or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up inside The UPS Store Print & Business Services located inside the Convention Center of The Caribe Royale. Package deliveries may be scheduled by contacting The UPS Store Print & Business Services by calling our main office at 407.238.8436 or by dialing the extension 8436 from any hotel phone. Package deliveries should only be scheduled after the recipient has checked into the hotel.

**Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.**

**Event Shipment(s) - Label Standard:**
Affix a label with the following information (in addition to the airbill).

**Individual Shipment(s) - Label Standard:**
Affix a label with the following information (in addition to the airbill).

The Caribe Royale
(Event Name) (Arrival Date)
HOLD FOR GUEST: (Guest Name) (Guest Cell Number)
8101 World Center Drive
Orlando, FL 32821

Outbound Guest Package(s) - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package prior to shipment. If a preprinted airbill is not available, The UPS Store Print & Business Services can provide shipping services via UPS only. Packaging supplies (boxes, tape, etc.) are available for purchase within The UPS Store Print & Business Services. Outbound packages being picked up by a third party courier should be coordinated in advance with a The UPS Store associate. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to the shipping/transportation fees. Package handling fees are based on the weight of each package.

**Package Handling Fees**
Package Handling Fees may be charged to a guest room, master account or credit card. Fees are applied on a per item basis.

<table>
<thead>
<tr>
<th>Weight Class</th>
<th>Inbound/Outbound Handling Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes:</td>
<td>$5.00</td>
</tr>
<tr>
<td>Padded Packs:</td>
<td>$7.00</td>
</tr>
<tr>
<td>00.0 - 10.0 lbs.:</td>
<td>$10.00</td>
</tr>
<tr>
<td>10.1 - 20.0 lbs.:</td>
<td>$15.00</td>
</tr>
<tr>
<td>20.1 - 40.0 lbs.:</td>
<td>$25.00</td>
</tr>
<tr>
<td>40.1 - 60.0 lbs.:</td>
<td>$50.00</td>
</tr>
<tr>
<td>60.1 - 100.0 lbs.:</td>
<td>$75.00</td>
</tr>
<tr>
<td>100.1+ lbs.:</td>
<td>$120.00</td>
</tr>
<tr>
<td>Pallets/Crates:</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Terms & Condition: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for the inbound package(s). The shipper must comply with all applicable local, state and federal laws, including those governing packaging, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor The UPS Store Print & Business Services provide such insurance. Neither the Hotel, The UPS Store Print & Business Services nor the associates, 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 package 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 the Hotel or The UPS Store Print & Business Services may establish from time to time for receiving and delivering of packages.

**Package Storage Fees**
Package Storage Fees will be applied to each package received and stored for more than six calendar days. Fees are applied on a per item basis.

<table>
<thead>
<tr>
<th>Weight Class</th>
<th>Storage Fee After 6 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes:</td>
<td>$5.00</td>
</tr>
<tr>
<td>Padded Packs:</td>
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</tr>
<tr>
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</tbody>
</table>
The UPS Store Print & Business Services Center

The UPS Store Print & Business Services Center inside the Convention Center of The Caribe Royale is here to help! We can provide many of the services you need right here on site. We provide a full range of services that include:

**Digital Color and Black & White Printing** • **A Variety of Media Weights & Sizes** • **Wide Format Banners & Posters**

**Business Cards & Flyers** • **Foam Core Mounting** • **Conference Materials & Handouts** • **Marketing Materials**

**Brochures, Pamphlets & Booklets** • **Stamps** • **Office Supplies** • **Note Pads** • **NCR Forms** • **Fax Services**

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**Printing Solutions**

**Graphic Design**

**Wide Format**

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**Freight Services**

**Business Resources**

**Certified Packing Experts**

**Notary Services**

**Shipping Solutions**
Credit Card/Room Charge Authorization Form

Guest’s Name: _________________________________    Phone: ______________________

Company/Event Name: ____________________________    Total # of Packages: ________

Booth Name/Number: _________________________________________________

E-Mail Address (Mandatory to receive tracking & receipt): _________________________

Package(s): □ Already have a shipping label    □ **NEED TO BE PROCESSED FOR SHIPPING**

<table>
<thead>
<tr>
<th>Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: _________________________________</td>
</tr>
<tr>
<td>Attn:_________________________ Phone: ___________</td>
</tr>
<tr>
<td>Address: ________________________________</td>
</tr>
<tr>
<td>City, State, ZIP Code: ________________________</td>
</tr>
<tr>
<td>Shipping Speed: □ Next Day □ 2nd Day □ 3rd Day □ Ground</td>
</tr>
<tr>
<td>Declared Value per Package: $__________    Signature Required: □ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill to: □ Credit Card □ Guest Room</td>
</tr>
<tr>
<td>Cardholder Name: __________________________ Phone #: ___________________</td>
</tr>
<tr>
<td>Account Number: <em>(If emailing, DO NOT FILL THIS IN. Please call the store and provide over the phone to one of our associates)</em> Exp. Date: ______</td>
</tr>
<tr>
<td>or Name on Room: __________________________ Room Number: ___________</td>
</tr>
</tbody>
</table>

I authorize The UPS Store to charge the credit card or guest room indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card or guest room charge and that I will not dispute the payment with my credit card company or hotel; so long as the transaction corresponds to the terms indicated in this form.

Guest signature: ___________________________ Date: ________________
Direct Mail Solutions

When it comes to advertising, you have a number of options including print, radio and TV. But for small businesses, there’s nothing quite as effective as a direct mail promotion. Come to The UPS Store® for all of your direct mail needs.

**Every Door Direct Mail Retail®**
We make it easy for you to reach your customers through a program of the USPS® called Every Door Direct Mail Retail (EDDM Retail). There are no addresses or names to manage or postage permit to worry about. Simply choose an area in which you want to advertise, and we’ll handle the logistics of having your direct mail advertising piece delivered to every address in that neighborhood. With postage at only 17.5¢ per piece, you’ll find the EDDM Retail program extremely affordable.

**Easy Direct Mail**
Reach customers in specific locales with a postcard advertising your brand and showcasing your business. The UPS Store can help you target customers with ease using direct mail services from the U.S. Postal Service, EDDM Retail. Get started now through our online portal at upstoreprint.com/content/easy-direct-mail.com.

**Targeted Direct Mail**
With our targeted direct mail, we help you reach a specific list of customers. We can help you put together a complete direct mail campaign from start to finish. We’ll help you design it, print it and deliver it to your targeted customers. The UPS Store locations have a variety of options including postcards and folded flyers, to help you deliver your message effectively.

The UPS Store - #6855
8101 World Center Dr.
Orlando, FL 32821
p: 407.238.8436
f: 407.387.8650
e: store6855@theupsstore.com
Branded signs are a low-cost way to promote meetings, special events and/or directional cues around larger locations. Rigid Coroplast is waterproof and often used because of its durability. (If utilizing H-Stakes, place your Rigid Coroplast order with the flutes vertical.)

Everyone loves to save money, and coupons are an effective way to motivate customers to book a reservation and even splurge a little. We can help you create special promotional offers that will tempt your guests throughout the year.

Capitalize on customer impulse buys with a sturdy, attention-grabbing point-of-purchase (POP) display. The UPS Store can help you customize a POP that fits your specific requirements and promote those enticing souvenirs.

Attract attention by displaying your brand on a large, full-color vinyl banner. Aluminum retractable banner stands are available with 10-mil., indoor premium vinyl banners. The retractable stands are conveniently packed in a small bag and can be set up in a few easy steps.

A postcard is an effective way to highlight your services and get the word out about special promotions. Available in various sizes, postcards are versatile attention grabbers that are affordable and impactful.

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Brochures are a perfect way to let guests know more about your amenities and services. We can help you design and print a custom brochure that showcases details about your location, service descriptions and photos.

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At The UPS Store,® we cater to all of Carly’s printing needs. The UPS Store® print catalog

The basics

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The UPS Store® print catalog

The UPS Store is built to serve the marketing needs of the hospitality industry, which relies on high quality print materials to promote your amenities and guest services. Offering professional print services and a broad range of promotional products, we can help you lure guests to your location and build an effective, long-term marketing strategy that will keep them coming back.

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# Advertise and stand out

## Business cards
A must-have for guest service representatives and concierge services, quality business cards not only help your employees connect with guests, they also go a long way to enhance your image and brand identity.

## Letterhead/envelopes
Branded letterhead and envelopes lend added credibility and quality to your location and are an effective way to showcase your business an official correspondence.

## Flyers
The UPS Store® can help you design and print low-cost flyers to communicate promotional offers or other special events to your guests. Flyers are easy to distribute to guests upon arrival or to have on-hand at concierge services.

## Door hangers
Door hangers don’t go unnoticed and are a staple in the hospitality industry. They serve as an easy, affordable way to promote your services and communicate with your guests.

## Note cards
Notecards feature white chipboard easel backs and are recommended for indoor use.

## Presentation folders
Branded presentation folders bring a level of professionalism to your business and your brand image. Use them to showcase your services and amenities for guests and/or to showcase meeting and special event packages.

## Posters
Promote meetings, special events and/or directional cues for your guests using full-color posters. We can help you design and print durable posters of all sizes that can either be hung around your location or attached to more sturdy material and placed on easels.

## Flags
Ideal for drawing attention to your location, feather flags are printed using superior direct-to-fabric dye sublimation equipment. These premium quality flags are printed on 3-oz. polyester.

## Tents
Outside meetings and special events are ideal places to set up your branded tent to shade you from the sun or keep you dry in the rain. The UPS Store can customize your tent with your logo and tagline so you’re sure to be noticed.

## Counter cards
Any flat surface or countertop becomes a perfect space for promoting your services and amenities. Counter cards feature white chipboard easel backs and are recommended for indoor use.

## Newsletters
Keep guests up-to-speed on your news and events through professionally printed newsletters. This is an effective way to disseminate information, highlight special events and promotions and showcase your services and amenities.
Brand your souvenirs

T-shirts
Everybody loves a great T-shirt. They serve as an ideal souvenir and are a great way to advertise your location. The UPS Store® can help design the perfect tee, or you can upload your own custom images—all with low minimums.

Bumper stickers
Make a statement. Bumper stickers are a great way to advertise your location on car bumpers, coolers, suitcases and more.

Tote bags
Go green with this sturdy, eco-friendly, 6-oz., cotton-canvas tote bag. These are washable, reusable, useful and can be customized with your logo—an ideal keepsake for out-of-town guests.

Coffee mugs
Coffee mugs are a popular way to promote your unique brand identity. These high quality white ceramic mugs are available in two sizes and can be customized with your logo or full-color print.