

## Exhibitor Material Handling Order

<b>Event:</b>	<b>Dates:</b>
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Having your exhibit displays and materials in place in a timely manner contributes to a successful event. Our service ensures your materials will be in the exhibit hall when your representative arrives. Please fill out this form completely and either fax it to us at **813-204-6373** or email it to us at **store6093@theupsstore.com** so that it arrives here prior to your freight. If we do not receive this completed form prior to receiving your materials and your representative is not a registered guest in the hotel, we will need an in-person request from your representative before we deliver your materials to the exhibit hall.

**Fees:** There will be a handling fee assessed on each envelope, package or display case at the rate of \$1.55 per pound with a minimum charge of \$10.00 per item. Regardless of weight, crates or containers on 4 or more wheels will be charged at \$250.00 and pallets at \$500.00. This will be a one-time charge covering both inbound and outbound handling and is assessed based on the weights of each individual **incoming** package, container or pallet.

Exhibitor:		Booth No:	
On Site Contact:			
Contact Phone:		Email:	
No. of Items:	Carrier: <input type="checkbox"/> UPS <input type="checkbox"/> FedEx Express <input type="checkbox"/> FedEx Ground <input type="checkbox"/> USPS <input type="checkbox"/> Other:		

**Labeling:** Please address all packages being shipped to the hotel for your event in the following format:

***Exhibitor's Onsite Attendee/Cell phone  
 Exhibiting Company or Organization  
 Event and, if applicable, Booth Number  
 Tampa Marriott Water Street Hotel  
 505 Water Street  
 Tampa, FL 33602***

**If you are unable to fit all these items on the label, please attach a separate label to your package containing the remaining information.**

**Please do NOT ship anything to the attention of the meeting planner or any of the Hotel's personnel.  
 This will only delay delivery of your materials.**

**Outbound Shipping:** For outbound shipping upon conclusion of the exhibition, please select one of the two following options regarding labeling for your packages. We can generate labels for you on our account if you are shipping via UPS or DHL. If you are shipping on your own account with UPS, FedEx Express, FedEx Ground or any other freight carrier, you must generate and provide your own labels or Bill of Lading.

<input type="checkbox"/> Exhibitor will provide own outbound shipping labels or Bill of Lading
<input type="checkbox"/> Exhibitor will require The UPS Store to generate outbound shipping labels

For those who need labels generated, a form will be provided to you prior to your departure on which you will indicate shipping instructions. In all cases, you may leave your ready-to-ship packages in the exhibit hall/meeting room and staff from The UPS Store will retrieve, prepare for shipping and forward them to the loading dock for pickup.

**Payment Method: Please Provide Credit Card Number for Payment of Fees**

Credit Card No:	CVV:	Exp Date:	Billing Zip Code:
Cardholder name:		Signature:	

For additional information regarding drayage services, please email us at: **store6093@theupsstore.com** or call The UPS Store at **813-204-6372**

## Package and Material Handling Fee Schedules

The UPS Store Print & Business Center is responsible for the handling, both inbound and outbound, of the majority of guest, event related and exhibitor packages and freight within the Tampa Marriott Water Street Hotel. We pride ourselves on our accuracy and timeliness in managing this process. **Please be advised Handling Fees do apply to all incoming and outgoing packages and freight based on the following schedules:**

### Inbound Handling Fees

Up to 5 Pounds	\$5.00
6-10 Pounds	\$10.00
11+ Pounds	\$1.00/lb
Crates on Wheels	\$125.00
Pallets	\$250.00

Fee includes receiving, securing, storing and delivering packages to the guest or event planner.

Packages can be stored for up to three business days with a daily rate equaling 10% of the Receiving Fee to be assessed for any additional days of storage beyond the three.

Please email us at: [exhibithandling@store6093.com](mailto:exhibithandling@store6093.com) for more detailed information.

### Outbound Handling Fees

Letters/Packs	\$3.00
Up to 5 Pounds	\$5.00
6-14 Pounds	\$10.00
15+ Pounds	\$.75/lb
Crates on Wheels	\$125.00
Pallets	\$250.00

Fee includes addressing, labeling, taping, forwarding packages to the Loading Dock, stacking and wrapping pallets, coordinating with the carrier and logging and forwarding tracking numbers to the shipper. Any shipping charges are additional. The UPS Store will be happy to ship packages or freight on the shipper, third party or recipient's account.

Please email us at: [exhibithandling@store6093.com](mailto:exhibithandling@store6093.com) for more detailed information.

### Exhibitor Drayage Fees (Inbound and Outbound)

For those events featuring a vendor exhibition within the confines of the Tampa Marriott Water Street Hotel and are not contracted with an exhibit decorating company for drayage, The UPS Store Print & Business Center will be receiving and handling all exhibitor materials and freight shipped to the hotel.

Handling fees on each envelope, package or display case is \$1.55 per pound with a minimum of \$10.00 per item. Regardless of weight, crates or containers on 4 or more wheels will be charged at \$250.00 and pallets at \$500.00. This will be a one-time charge covering both inbound and outbound handling and is assessed based on each **incoming** package, case, crate or palette.

Any item requiring more than three days of storage may be subject to a storage fee of up to \$.25 per pound per incremental day.

Please email us at: [exhibithandling@store6093.com](mailto:exhibithandling@store6093.com) for program details and forms.