The UPS Store
Print & Business Serivces • Tampa Marriott Water Street Hotel

MARRIOTT TAMPA WATER STREET

Exhibitor Material Handling Order

Event:	**Dates:**

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 <u>$1.75 per pound with a minimum charge of $15.00 per item</u>. Regardless of weight, crates or containers on 4 or more wheels will be charged at $275.00 and pallets at $550.00. 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: ☐ UPS ☐ FedEx Express ☐ FedEx Ground ☐ USPS ☐ 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

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

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

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.

> ☐ Exhibitor will provide own outbound shipping labels or Bill of Lading
> ☐ 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**

Prices are effective on 01/01/2024 and subject to change without notice