

# Shipping Information

## Making Arrangements

Each exhibitor is directly responsible for contacting the UPS Store to arrange shipping.

- Boxes weighing less than 70lbs. require a 7 day notice.
- Shipments weighing more than 70lbs. require 30 days notice.

## The UPS Store will

- Accept all exhibitors' packages and containers five (5) days prior to date of exhibit.
- Deliver same to Hilton on the day requested.
- Remove and arrange all packages from Hilton premises.
- Ship all Hilton guest packages to their chosen destination.

## Fees (subject to change)

- \$35.00 delivery fee per exhibitor from The UPS Store to the Hilton OR from the Hilton to The UPS Store provided no individual parcel exceeds 70 lbs. and delivery is made during normal store hours.
- Parcels exceeding 70 lbs. will be charged an additional \$20.00.
- Maximum number of boxes is five (5). Each box over five will incur an additional \$5.00 fee.
- Deliveries/pick-ups made outside of normal store hours will incur an additional \$50.00 fee.
- Shipping fees for UPS shipments will be at The UPS Store retail rates for its customers. Any FedEx shipments using your own FedEx account number will incur a \$5 pick-up fee.
- Charges will be secured with Hilton exhibitor's credit card or with a deposit of 50% of the estimated total charges in advance.
- Parcels/equipment requiring special storage and insurance will be bid upon prior to exhibit and will be at reasonable third party rates for that particular exhibit.

## Direct Shipments as follows:

### Boxes/cases that can be moved by hand truck (dolly)

Address: The UPS Store  
c/o (Your Company Name)  
1511 South Texas Avenue  
College Station, TX 77840

Label boxes 1 of 5, 2 of 5, etc.

### Large crated items that require a mechanical fork-lift (over 150 lbs).

Address: The UPS Store  
c/o (Your Company Name)  
c/o Conlee-Garrett Warehouse  
600 S. Bryan Ave.  
Bryan, TX 77803

All boxes or cases requiring warehouse storage will be subject to the regular fees as outlined under "Fees" as well as additional charges outlined under "Storage."

## Storage

Items requiring warehouse storage are subject to the following storage charges in addition to the customary shipping/handling fees:

Storage	\$8.00 cwt
Warehouse Handling (In & Out)	\$8.00 cwt
Delivery/Pick-up (Weekend)	\$25.00 cwt
Delivery/Pick-up (Weekday)	\$20.00 cwt

**Note:** Minimum charge = 3 cwt (300 lbs.)

## Liability

Insurance will be the exhibitor's responsibility for liability above and beyond \$50.00 per exhibitor at all times. This includes storage.

# Acceptance of Shipping Terms

## Event Information

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

## Exhibitor Information

Exhibitor: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Hilton Rep: \_\_\_\_\_

Exhibitor Cell Phone: **(Required)** \_\_\_\_\_  
(Contact during conference in College Station)

## Payment Information

Credit Card Number to be charged: **(Required)** \_\_\_\_\_

Type of Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Billing Address: \_\_\_\_\_  
(for receipt)  
\_\_\_\_\_  
\_\_\_\_\_

## Delivery and Pickup of Parcels

### Delivery to Hilton:

Date: \_\_\_\_\_

Hilton Location: \_\_\_\_\_

Approx. Time: \_\_\_\_\_

# of Parcels: \_\_\_\_\_

### Pick-Up From Hilton:

Date: \_\_\_\_\_

Hilton Location: \_\_\_\_\_

Approx. Time: \_\_\_\_\_

# of Parcels: \_\_\_\_\_

Please fax or mail this form to:

### The UPS Store

1511 S. Texas Avenue  
College Station, TX 77840

Phone: 979-764-6107

Fax: 979-696-7246

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**Phil Gougler, Owner**