



Due Monday, August 8

The UPS Store 6100™

Hilton San Diego Bayfront

1 Park Blvd San Diego, CA 92101

Phone (619)321-4201 Fax (619)564-3344

Store6100@theupsstore.com

Hotel Guests,

Please reference the following information regarding having materials shipped to and from the Hilton Bayfront.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Guest Name (Hotel Guest)
Hilton San Diego Bayfront
1 Park Blvd
San Diego, CA 92101

Confirmation and/or room number information is not necessary, but may be included if available. Packages for meeting attendees that are not registered guests of the hotel can also be received and stored - please indicate if possible event name as well as recipient phone for the package arrival notification purposes.

Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	\$3.00
Padded Pak	\$6.00
1-10 lbs	\$6.00
11-21 lbs	\$12.00
22-41 lbs	\$25.00
42-60 lbs	\$50.00
61-100 lbs	\$80.00
101 lbs and over	\$120.00
Pallets	\$275.00

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing per request. Please visit The UPS Store Business Center on the 3rd floor to retrieve packages and/or schedule package delivery.

Please contact The UPS Store Business Center with any questions
Operating Hours: Monday-Friday 7am-8pm & Saturday-Sunday 8am-4pm



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Credit Card / Room Charge Authorization Form

Event Name: _____

Total # of Packages: _____

Sender Name: _____

Office Use Only:

Total Charge: _____

Contact Phone: _____

BILLING INFORMATION:

Please select ONE of the following billing options:

Bill to Guest Room:

Guest Room #: _____

Name on Room: _____

---OR---

Bill to Credit Card:

Credit Card Number: _____ Exp. Date: _____

Credit Card Type: ___ Visa ___ Mastercard ___ Amex ___ Other

Billing Zip Code: _____

**All packages sent to and from the Hilton Bayfront incur a handling charge based upon the weight of each item according to the following list: \$6.00 1-10lbs, \$12.00 11-21lbs, \$25.00 22-41lbs, \$50.00 42-60lbs, \$80.00 61-100lbs, \$120.00 101lbs+, and \$275.00 for any pallets and/or crates.*

I authorize The UPS Store to charge my credit card/guest room for the package services described above :

Cardholder Signature: _____

Date: _____