

The UPS Store™



Exhibitor Kit

About Us

The UPS Store at Palmer House Hilton Hotel is a full service business center and the parcel management provider for the Palmer House Hilton Hotel. We provide full service printing, faxing, scanning, computer timeshare, shipping, packaging, and parcel management services.

Printing

Count on our print experts to provide:

- * High-quality color and black & white digital printing and copying
- * Sales and marketing materials: Brochures, Lamination, Binding
- * Business printing: Name Badges, Tent Cards, Business Cards
- * Large format banners and posters

Parcel Management

To us, a parcel is more than just a package. We handle all packages as if they contain precious cargo and can help make sure packages are properly prepared for shipping, so contents stay intact.

When we receive your package at our location, we will hold it securely until you are able to pick it up or deliver the package to your meeting location.

We are proud to offer you:

- * Package receiving
- * Customized UPS® shipping services
- * Professional packing services by our certified packing experts
- * A secure location for package pickup
- * Delivery to any location within the hotel

Packing

Our certified packing experts here at The UPS Store® can pack almost anything. We can save you time and help ensure your items arrive intact at their destination. We specialize in properly packing fragile and high-value items, including antiques, art, electronics, crystal, china and porcelain.

Shipping

We have a variety of shipping options to meet every deadline and budget. We offer delivery at the right speed, the right time, and the right cost for meeting and exceeding your critical shipment needs.

Contact us for print orders or package information at 312-917-1705 or via email at store5905@theupsstore.com

Parcel Management

Please reference the following information regarding having materials shipped to and from Palmer House Hilton Hotel.

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: Exhibitor/Guest Name
Conference/Group Name
17 E. Monroe
Chicago, IL 60603

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 Letter	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21lbs	\$10.00
22-41lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101+ lbs	\$100.00
Pallets and Crates	\$400.00

Please fill out the attached authorization forms for payment of handling fees and to provide authorization for delivery of your packages.

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

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions.

Phone: 312-917-1705 Fax: 312-917-1707 Email: store5905@theupsstore.com

Exhibitors,

Please reference the following instructions for return shipping of your exhibit materials:

SHIPPING VIA UPS

Ground/3-Day and 2-Day Shipping

Must be paid for by credit card or billed to a guest room. Please fill out the entire form on the reverse side of this sheet. If billing to a guest room, no credit card information is needed; simply indicate "Billing to Room XXXX" in the credit card number space. Leave this form with your packages and they will be processed by The UPS Store. If you would like a copy of your tracking numbers, please include your e-mail address in the shipping information box.

Next Day Shipping *without* an account number

Please see 'Ground/3-Day and 2-Day shipping' above and follow the same instructions.

Next Day Shipping *with* a UPS account number

If UPS Shipper has their own Waybill Forms Please fill out one waybill per package that needs to be shipped with your address and account information. Take your copy of the waybill for tracking information and leave the rest of the form along with the completed reverse side of this form with the packages to be shipped. The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages. Shipper is responsible for their own Waybill Forms, UPS Store do not carry Waybill Forms.

SHIPPING VIA FEDEX

May only be done if you have a 9-digit Fedex account number. Standard Express Airbills (allowing selection of First Overnight, Priority Overnight, Standard Overnight, 2Day, and Express Saver) are available from The UPS Store on the Concourse Level and must accompany every box that needs to be shipped. **Pre-printed shipping labels must have your company name as the sender information; not the Palmer House as the sender.** The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages and they will be processed by The UPS Store.

If you have any questions, please do not hesitate to visit our office or contact us by phone or email:

Ph: (312)917-1705

Email:Store5905@theupsstore.com



The UPS Store 5905™
 Palmer House Hilton Hotel
 17 E Monroe, Chicago, IL 60603 Phone
 (312)917-1705 Fax (312)917-1707
store5905@theupsstore.com

Package Handling Authorization Form

Recipient: _____ Sender: _____
 Phone Number: _____ Total# of Packages: _____
 E-mail Address (Mandatory to receive tracking & receipt): _____
 Exhibitor Name: _____ Group Name: _____ Booth#: _____

SHIPPING INFORMATION: (Must be completed in full Only for packages needing to be processed. For pre-labeled packages, only recipient's name must be filled out in this section)

Already have UPS/FedEx labels FedEx Account#: _____
 Need to be processed for shipping: **Sender's Name:** _____
 Company Name: _____
 Attn: _____ Ph: _____
 Address: _____
 City, State & Zip Code: _____

Shipping Speed: Next Day Air (Circle 8:30AM, 10:30AM, 3:00PM Saturday if necessary) 2 Day Air
3 Day Ground **Insurance Needed** (Select 'yes' if valued over \$100): NO YES*

* If yes, value amount/details of which package(s) need insurance must be provided on the reverse of this form along with total declared value.

BILLING INFORMATION: Must be completed for all packages: see reverse for details

Credit Card for Inbound Package Fees:

Credit Card number: _____ Exp. Date: _____
 Credit Card Type: Visa MC Amex Other
 Billing Zip Code: _____

Credit Card for Outbound Package Fees (If Same)

Credit Card number: _____ Exp. Date: _____
 Credit Card Type: Visa MC Amex Other
 Billing Zip Code: _____
Bill to Guest Room:
 Guest Room#: _____ Name on Room: _____

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

Cardholder Signature: _____ Date: _____

Additional insurance information from reverse (Please note, each box is insured individually. If shipping out multiple packages, please indicate what declared value amount should be assigned to each individual package):

Please note that all incoming and outgoing shipments have handling fees applied per the list below.

Please reference the following instructions for completing the reverse of this form for outgoing shipments if necessary:

Pre-labeled UPS/Fedex/Alternate Courier Packages:

If you already have labels completed for outgoing shipments, please leave them with your packages and check 'Already have UPS/Fedex labels'. We'll be happy to tape up your materials and will ensure they're properly processed and picked up in our soonest impending UPS, Fedex, or Alternate Courier pickup. Only handling charges per the weight of each item as listed below will be applied to the credit card or guest room provided. For FedEx pre-printed labels make sure the sender information has your company name and not the Palmer House Hotel as the sender.

Packages That Need to be Processed/Have Labels Generated for Shipping:

All shipments intended to ship via Next Day, 2-Day Air, 3 Day Select, or Ground will be processed via UPS and must be paid for by credit card or to guest room. Please fill out the entire form on the reverse side of this sheet, noting additional insurance information below. Tracking numbers and receipts will be e-mailed to any provided e-mail addresses, and both shipping charges and the handling fees listed below will be billed to the guest room or credit card provided.

Inbound & Outbound Charges	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00
Pallets/Crates	\$400.00

If you have any questions, please do not hesitate to visit our office on the Street Level or contact us by phone or email. Ph: (312) 917-1705 Email: Store5905@theupsstore.com

Thank you!