

The UPS Store 6345™

Omni San Diego Hotel

675 L Street – Level 4

San Diego, CA 92101

Phone (619)645-6574

Store6345@theupsstore.com

Staffed Hours: Mon-Fri 8am-4pm, Sat-Sun 9am-2pm

The UPS Store®



OMNI  HOTELS & RESORTS
san diego

Exhibitors,

Please reference the following information regarding having materials shipped to and from the Omni San Diego Hotel. All packages and freight deliveries are managed through The UPS Store, which acts as the business center and package services department for the property. To ensure proper processing, please address all materials intended for events as follows:

Omni San Diego Hotel

Attn: Recipient Name & Exhibiting Company

Event Name

675 L Street – Level 4

San Diego, CA 92101

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	
Incoming or Outgoing Rates	
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
Crates & Pallets	\$275.00

Charges do include delivery to the location of the recipient's choosing within the hotel and are for receiving and storing materials for up to 10 days. Please visit The UPS Store on Level 4 to retrieve packages and/or schedule package delivery.

*All deliveries requiring forklifts or involving freight larger than 5ft tall and/or wider than 4ft, computer equipment, or electronic equipment must be arranged for in advance with The UPS Store team.

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 see the accompanying 'Outgoing Exhibitor Form' for more details.

Thank you!

The UPS Store 6345™

Omni San Diego Hotel

675 L Street – Level 4

San Diego, CA 92101

Phone (619)645-6574

Store6345@theupsstore.com

Staffed Hours: Mon-Fri 8am-4pm, Sat-Sun 9am-2pm

The UPS Store



OMNI HOTELS & RESORTS
san diego

Shipping Authorization Form

Sender's Name: _____ Room Number: _____

Phone Number: _____ Total # of Packages: _____

E-mail Address (Mandatory to receive tracking): _____

Package(s): Already have UPS/Fedex labels Need to be processed for shipping

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)

Company Name: _____

Attn: _____ Ph: _____

Address: _____

City, State & Zip Code: _____

Shipping Speed: Next Day 2 Day 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

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 ___ MC ___ Amex Billing Zip Code: _____

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: _____

Exhibitors,

The UPS Store Business Center team will be handling all outgoing shipments directly from your exhibit area. Please complete the form on the reverse in its entirety and leave it with your packages in order to have your materials picked up. All shipments have outbound handling fees applied per the list below, and The UPS Store will additionally need your contact information should questions about your shipments arise.

If you need a receipt immediately, you may take items directly to The UPS Store on the Level 4 or can call our office 619-645-6574 for more expedient pickup and processing. All other shipments will be processed for our soonest impending pickup and will have receipts e-mailed to the address provided on the reverse.

Please reference the following instructions for completing the form 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.

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.

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

If you have any questions, please do not hesitate to visit our office on Level 4 or contact us by phone or email.
Ph: (619) 645-6574 Email: Store6345@theupsstore.com

Thank you!

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