

## THE UPS STORE

### Shipping Instructions

Please direct shipments for the **Mary Kay O'Connor Process Safety Center Conference** as follows:

#### **Boxes or 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 8, 2 of 8, etc.

#### **Large crated items that require a mechanical forklift (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 sent to 1511 South Texas Avenue will be subject to page (1) charges.

Items requiring warehouse storage are subject to page (1) but will be charged as follows:

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

# The UPS Store

1511 S. Texas Avenue  
College Station, TX 77840

Phone: (979) 764-6107  
Fax (979) 696-7246

**Each exhibitor is directly responsible for contacting The UPS Store to arrange shipping. Minimum of 7 days prior to receipt of goods if boxes weigh less than 70#. Shipments weighing more than 70# will require 30 days notice.**

## The UPS Store will Coordinate and Handle the Following:

Accept all exhibitors' packages and containers within 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.

*Note:* The UPS Store will schedule and co-ordinate deliveries and breakdowns so as to be able to handle all exhibitors at the same time. Any exceptions to this will have to be handled on an individual basis and subject to additional charges.

**Fees:** \$35.00 delivery fee per exhibitor from The UPS Store to Hilton, or from Hilton to The UPS Store provided no individual parcel exceeds 70 lbs and delivery is made during normal store hours. Maximum number of boxes is five; each box over five will incur an additional \$5.00 per box. Deliveries/pick-ups made outside of normal store hours will incur an additional \$50 fee.

Parcels exceeding 70 lbs. will be charged an additional \$20.00 delivery.

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.

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

# PLEASE FAX OR MAIL TO THE UPS STORE

## Acceptance of Terms from Page One

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

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

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

Exhibitor Cell Phone \_\_\_\_\_  
(Contact during College Station)

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

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

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

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

Hilton Location: \_\_\_\_\_                      # of Parcels: \_\_\_\_\_

Pick-Up From Hilton:                      Date: \_\_\_\_\_                      Approx. Time: \_\_\_\_\_

Hilton Location: \_\_\_\_\_                      # of Parcels: \_\_\_\_\_

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**Phil Gougler, Owner**