UPS BUSINESS CENTER | EXHIBITOR SERVICES

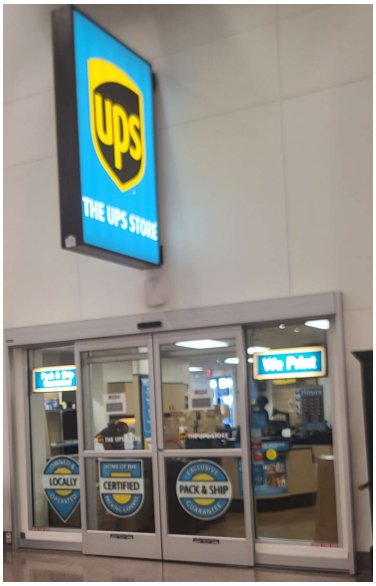
Shipping Instructions for Exhibitors

Eligible parcel shipments only | Customer pickup in Lobby F

BEFORE YOU SHIP

Confirm parcel eligibility before shipping.

Include the event and guest name on each package label.



AT LOBBY F

Eligible parcels are held for customer pickup.

Handling and storage fees may apply.

No booth delivery.

SHIP SMALLER EVENT MATERIALS DIRECTLY TO LOBBY F

1. Ship ahead using the address below.
2. We receive and secure eligible parcels.
3. Pick up your packages at the Business Center.
4. Transport your packages to your own event space.

ADDRESS YOUR SHIPMENT

Hold For Guest: [Exhibitor / Guest Name]
c/o UPS Business Center / The UPS Store #6216
[Event Name]
900 Convention Center Blvd., Lobby F | New Orleans, LA 70130

PICKUP REQUIRED - NO SHOW-FLOOR DELIVERY

No delivery to exhibit booths, show floors, halls, or meeting rooms.

Questions? 504-670-8941 | UpsBusinesscenter@mccno.com

Package Handling Fees

Carrier-specific handling charges | Current handling rates

STREET ACCESS

Find our street entrance at the Convention Center.

Ask us about eligible parcel shipments.

FEE REMINDER

Handling charges apply per eligible package.

Payment is due upon pickup.

UPS PARCEL HANDLING FEES

PACKAGE WEIGHT / TYPE	INBOUND	OUTBOUND
1-10 lbs.	$15.00	$10.00
11-20 lbs.	$20.00	$15.00
21-30 lbs.	$30.00	$20.00
31-40 lbs.	$40.00	$30.00
41-50 lbs.	$50.00	$40.00
51-60 lbs.	$60.00	$50.00
61-100 lbs. (rolling exhibit cases)	$80.00	$70.00

IMPORTANT

Handling fees are separate from shipping and applicable packing charges.

FedEx rates and common package restrictions appear on page 3.

Package Requirements & Storage

The same package acceptance rules apply to UPS, FedEx and USPS

ELIGIBLE PARCEL SHIPMENTS

- Printed materials and handouts
- Promotional items
- Small booth supplies
- Packaged merchandise
- Other eligible parcel shipments

NOT ACCEPTED / PROVIDED

- Freight or pallets
- Wooden crates or metal carts
- Oversized exhibit materials
- Show-floor or booth delivery
- Items outside acceptance rules

FEDEX HANDLING FEES

Letters / packs	**$10.00**
Standard boxes, 1-39 lbs.	**$30.00**
Large packages, 40-69 lbs.	**$60.00**
Rolling cases, 1-69 lbs.	**$70.00**
Heavy shipments, 70-100 lbs.	**$80.00**

STORAGE & PAYMENT CONDITIONS

Storage included for the first three calendar days.

After three days: $5.00 per package, per day.

Packages not picked up within 10 calendar days will be returned to sender at original pricing. Handling and storage fees are payable upon pickup.

FedEx outbound packages must have a pre-generated shipping label.

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Exhibitor Package Notification & Agreement

Complete and return this form before your packages arrive

EMAIL COMPLETED FORM TO:
UpsBusinesscenter@mccno.com

EVENT NAME

COMPANY / SENDER

CONTACT NAME

EMAIL ADDRESS

PHONE NUMBER

NUMBER OF PACKAGES

ESTIMATED ARRIVAL DATE

EXPECTED PICKUP DATE

CARRIER (UPS / FEDEX / USPS)

TRACKING NUMBER(S)

AUTHORIZED PICKUP PERSON

ALTERNATE PICKUP PERSON

CUSTOMER ACKNOWLEDGMENT

- ☐ I understand all packages must be picked up in Lobby F.
- ☐ I understand the restrictions on freight, pallets, crates, oversized shipments and show-floor delivery.
- ☐ I understand applicable handling/storage fees are paid at pickup.

TYPED CUSTOMER SIGNATURE

DATE

Typed signature acknowledges these terms; this is not a certified digital signature.