

### PREPARING YOUR SHIPMENT

The UPS Store Print & Business Center at the Tampa Convention Center is committed to providing you with an outstanding experience during your event. All packages being shipped to the property must follow the address label standards (illustrated below) to prevent delays. Please schedule your shipment(s) to arrive no earlier than three (3) days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names; this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient for thirty (30) days, and no contact information is provided, the package will be returned to the sender, who will be responsible for any additional shipping fees.

### PACKAGE LABELING STANDARDS AND CONTACT INFORMATION

|   |
|---|
| Tampa Convention Center<br>c/o The UPS Store<br>Recipient's Name / Company Name<br>333 S. Franklin St.<br>Tampa, FL 33602<br>Recipient's Phone Number |
| In addition, please include your event<br>name and booth number on the package  |

The UPS Store  
Tampa Convention Center  
333 S Franklin St  
Tampa, FL 33602  
813-274-7840  
store6635@theupsstore.com  
eventsolutions@upssprint.com

Operating Hours  
Mon - Fri 9:00am-5:00pm  
Saturday/Sunday: CLOSED  
(Hours may be adjusted for event  
needs)

### SHIPMENTS WITH SPECIAL HANDLING REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact The UPS Store in advance of shipping their items to the Tampa Convention Center with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms) please work directly with your Event Manager, who will communicate these needs to The UPS Store in advance of your event.

### ON SITE PACKAGE DELIVERY

All packages arriving to the Tampa Convention Center are processed through The UPS Store and will be charged a material handling fee based upon the weight per package. In cases where a drayage company or a meeting decorator is used, any decorator or drayage packages that arrive before the decorator is on-site will be accepted and assessed the same handling fees. The only items that will be refused or asked to deliver on a later date are freight items (pallets, crates, etc) that arrive via an LTL company. If your meeting /event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee.

### UPON YOUR ARRIVAL

Packages will be available for pickup at The UPS Store; a handling fee will apply (see reverse side for pricing guide). Packages may not be delivered to the booth/office without prior written consent. It is encouraged for exhibitors/vendors to come to The UPS Store upon arrival to put eyes on their items. We are able to assist in bringing them to your booth/office area, but if they are dropped ahead of time, The UPS Store is not responsible for any lost, damaged or stolen items.

### UPON YOUR DEPARTURE

The UPS Store offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase. The UPS Store cannot accept UPS Shipping Account numbers in store. If you choose to ship under your account, please have labels completed prior. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees. The UPS Store accepts packages and freight from all carriers, however cannot create labels for any shipments other than UPS or TForce Freight. If you are using another carrier (FedEx Express, FedEx Ground, USPS, LTL Shipping etc.) please provide your labels ahead of time.

### PACKAGE HANDLING AND STORAGE FEES

| PACKAGE WEIGHT INBOUND | FEE        | PACKAGE WEIGHT OUTBOUND | FEE       |
|------------------------|------------|-------------------------|-----------|
| Letters & Packs        | \$7.00/ea  | Letters & Packs         | \$6.00    |
| Up to 5 lbs            | \$7.00/ea  | 0-5 lbs                 | \$6.00    |
| 6-10 lbs               | \$12.00/ea | 6-14lbs                 | \$12.00   |
| 11+ lbs                | \$1.10/lb  | 15+ lbs                 | \$0.90/lb |
| Small Crate            | \$150.00   | Small Crate             | \$150.00  |
| Pallet & Large Crate   | \$275.00   | Pallet & Large Crate    | \$275.00  |
| Large Pallet           | \$550.00+  | Large Pallet            | \$550.00+ |

| PACKAGE WEIGHT       | STORAGE AFTER 3 BUSINESS DAYS |
|----------------------|-------------------------------|
| Letters & Packs      | \$7.00/ea                     |
| 0-5 lbs              | \$7.00/ea                     |
| 6-10 lbs             | \$12.00/ea                    |
| 11+ lbs              | \$1.10/lb                     |
| Small Crate          | \$100/day                     |
| Pallet & Large Crate | \$200/day                     |
| Large Pallet         | \$350/day                     |

Storage is accrued in increments of three (3) business days for small packages and daily for large freight shipments. To avoid additional cost, please have your items arrive within three business days of your arrival/event move in date.

### TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the TAMPA CONVENTION CENTER nor THE UPS STORE provide such insurance. Neither the TAMPA CONVENTION CENTER nor THE UPS STORE nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the TAMPA CONVENTION CENTER, you agree to be bound by any additional terms and conditions that the TAMPA CONVENTION CENTER or THE UPS STORE may establish from time to time for receiving and delivering of packages.