



TEMPE MISSION PALMS

The UPS Store®

Print & Business Services

Instructions Packet



TEL: 480-317-1568 | FAX: 480-317-1549

store7082@theupsstore.com

www.theupsstore.com/7082



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Instructions

Please inform all hotel guests that all packages go through The UPS Store #7082 located on the hotel premises in the Business Services Center!

All Packages (Inbound and Outbound) are subject to the Hotel Parcel Handling Fees which can be found on page 7 of this packet.

We recommend having all parties fill out the Authorization for Credit Card - Inbound/Outbound Order Form which is located on page 10 of this packet. Please have your attendees and show vendors send the Credit Card Authorization form to:

Fax to: (480) 317-1568

Email to: store7082@theupsstore.com

Printing Services

With a team of full time Print Managers AND on-site graphic designer, let us prove to you that we can make the difference between a successful event and one to be remembered.

If it can be printed.... we can do it!

- Digital B&W and Color Prints**
- Posters, Banners, Signs**
- Foam Core/Gator Board Mounting & Laminating**
- Brochures, Pamphlets, and Flyers**
- Binding and Laminating**
- Retractable Banners**
- Business Cards**
- Letterhead and Stationery**
- Bound Presentations**
- Two Pocket Folders**
- 3D Printing Services**

and much, much more...

All of our print products are competitively priced to give you value and convenience. Please contact us directly to discuss your printing options prior to your next event.

480.317-1568

Store7082@theupsstore.com

By printing on-site, we can offer an incredible deal by eliminating shipping and handling fees!

Printing Services cont'd

A copier will be located in the lobby of the business center. With prior arrangements, we will provide you with a code that you can use during your event. During your event you will have 24 hour access to the copier.

Pricing:

\$50 Set-up fee; includes basic training

15 cent B&W Copies

45 cent Color Copies

Minimum \$100 (including set-up fee)

480-317-1568

Store7082@theupsstore.com

Prevent lost, damaged, or late packages of printed materials by allowing The UPS Store to handle all of your printing needs.

You take care of the conference, we'll take care of the printing. We're here to help and we mean it!

Self-Service Printing Options

Self-service computers are in our business center and in the Foyer across from the ballroom. These are accessed with credit card swipe and connected to high-speed color and black and white print machines. (Printing of black & white boarding passes are complimentary at the computers as well)



With prior arrangements, we will provide you with a code that you can use during your Show as an alternative to credit card.

Shipping and Receiving

The UPS Store provides a full range of package services to include:

Receiving

Shipping: Domestic & International

Packaging

Crating & palletizing

Freight shipments (inbound and outbound)

The UPS Store Business Center is open the following hours**:

Monday-Friday 9am-5pm

Saturday & Sunday currently closed

***hours may be extended during Show dates to best serve guest needs. Contact The UPS Store Business Center team for hours of operation on specific dates*

Please address all packages as indicated below:

**Tempe Mission Palms
C/O Recipient's Name
Recipient's phone number
Show Name & Dates
60 E 5th Street
Tempe, AZ 85281
Phone: 480.317.1568**

With our receiving services, you can have the peace of mind that your packages are already delivered and on-site at Tempe Mission Palms prior to your arrival. The UPS Store can confirm receipt upon inquiry.

Shipping & Receiving cont'd

If you are expecting more than 10 packages or any pallets, please coordinate your delivery with The UPS Store. Also, please note that a parcel handling fee will be charged for all packages received and/or sent at the Tempe Mission Palms, for the service of the item(s) being received, inventoried, stored, and delivered within hotel property.

Parcel Handling Fees: Separate fees apply for each direction of parcels (Inbound* & Outbound**).

Parcels up to 150 Lbs.

Envelopes/ Letters	\$5.00
1 – 9 Lbs.	\$7.00
10 – 19 Lbs.	\$12.00
20 – 39 Lbs.	\$20.00
40 – 74 Lbs.	\$40.00
75 – 99 Lbs.	\$60.00
100 + Lbs.	\$75.00

Crates, Pallets, Display Cases

Crates up to 149 Lbs.	\$100.00
Crates from 150 Lbs.	\$150.00 - \$300.00
Display Box, Poster, Tube	\$30.00
Display Case each	\$50.00
Standard Pallet each	\$175.00
Labor Fees - \$60/hour for setup, etc	

Additional fees may apply for shipments or deliveries outside of normal business hours.

*Each inbound fee includes receiving, securing and storage for up to 3 business days prior to arrival. \$2.00 per day per package storage fee for days 4+

**Each outbound fee includes labeling, taping, securing package(s) for pickup, and ensuring prompt pickup by the appropriate carrier

The UPS Store can ship small packages or freight. Current UPS rates are charged on top of any handling fee. Full service packing available as well. Pricing varies by item, size and value.

The UPS Store and Tempe Mission Palms are not responsible for any abandoned materials and they are discarded three (3) business days from scheduled pickup date.

With prior arrangements, The UPS Store Shipping Station can be setup for a Show during move in and/or move out to allow Exhibitors and Attendees to have easy access to package receiving and shipping. Faster move in, faster move out = Happy Customers!

Plan ahead and be prepared. Shipping your items ahead of time allows you to focus more on your day to day commitments leading into your conference, meeting or convention.

The UPS Store #7082 at Tempe Mission Palms

60 E 5th Street Tempe, AZ 85281

Phone: (480) 317.1586 | Fax: (480) 317.1549

Email: store7082@theupsstore.com | Website: www.theupsstore.com/7082

Copy, Print & Document Service Request Form

Please Complete Information Below and Submit to The UPS Store.

Name of Convention: _____ Date(s) of Convention: _____

Person Requesting Job _____ Contact Information _____ Delivery Date/Room _____

Document Title _____ Billing Code _____

PRE-SHOW REQUESTS NEED TO BE SUBMITTED 2 WEEKS PRIOR TO YOUR EVENT FOR LARGE REQUESTS AND 1 WEEK PRIOR FOR SMALLER REQUESTS.

(Orders submitted later than required may be subject to a rush fee.)

Total Number of Originals: _____ Total Number of Sets Required: _____

COPY/PRINT SPECIFICATIONS (select one from each category):

Ink Color: Black & White _____ Color _____ **Print Type:** Single Sided _____ Double Sided _____

Paper: Standard _____ Card Stock _____ **Stapled:** Left Corner _____ Saddle Stitch _____

Hole Punched: 2-Hole (Top) _____ 3-Hole (Side) _____ **Fold:** Half Fold _____ Tri-Fold _____

Binding: Comb _____ Coil _____ UniBind _____

Please contact a UPS Store associate if you have any questions or special needs.

Bill to Master Resort Acct # _____ Authorized Signature _____

For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.

Please check one: ___ American Express ___ Discover ___ Visa ___ MasterCard

Account Number _____ Expiration Date ____/____
CVV Code _____

Cardholder's Name _____

Cardholder's Billing Address _____

City _____ State _____ Zip Code _____

Cardholder's Signature _____

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60 E 5th Street Tempe, AZ 85281

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Mounted Poster / Banner Order Form

Please complete information below and submit to The UPS Store.

Step 1: Choose Size-

Please provide poster size in INCHES. Width _____ X Height _____

Step 2: Choose Media-

Matte Paper _____ Gloss Paper _____ Polyester Vinyl _____

Canvas Matte _____ Canvas Glossy _____

Step 3: Finishing Options-

Glossy Laminated Foam Core _____ Matte Laminated Foam Core _____

White Foam Core (no laminate protectant) _____ Gatorboard Upon Request _____

Step 4: File Name/Quantity

File 1- Name _____ Quantity Needed _____

File 2- Name _____ Quantity Needed _____

File 3- Name _____ Quantity Needed _____

Name/Company Name: _____	Quantity Ordered: _____
Contact Name: _____	Order Date: _____
Phone Number: _____	Pick-Up Date: _____
Email Address: _____	UPS Store Associate: _____

Bill to Master Resort Acct # _____ Authorized Signature _____

For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.

Please check one: ___ American Express ___ Discover ___ Visa ___ MasterCard

Account Number _____ Expiration Date ____/____

CVV Code _____

Cardholder's Name _____

Cardholder's Billing Address _____

City _____ State _____ Zip Code _____

Cardholder's Signature _____

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Authorization for Credit Card Use Inbound/Outbound Package Handling Order Form

PLEASE PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.
All information will remain confidential

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ MasterCard _____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: ____/____

Card Identification Number: _____ (last 3 digits located on the back of the credit card.
Amex 4 numbers on the front)

I authorize The UPS Store to charge the credit card provided for services rendered. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____

Return the completed and signed form to the following:

Email: store7082@theupsstore.com

Fax: 480.317.1549

We Look Forward to Serving You!

As you begin planning for your Show and trip to Downtown Tempe, remember The UPS Store is here to serve you in any way we can.

Our partnership with Tempe Mission Palms has given us the opportunity to assist you with every facet of your meeting or event, from a Business Service perspective.

Don't hesitate to let us know how we can help better your visit.

We can print anything you'd possibly need and have it ready and awaiting your arrival. On time, in one piece, guaranteed to meet your expectation.

Send your packages ahead of time and we'll have it ready and awaiting your instruction. Peace of mind goes a long way when planning a Show for hundreds of people.

Use our expertise to ship everything to the next destination or back home.

Let us prove it to you. Call today for more information.