

The UPS Store can receive packages on your behalf. Please complete this form and follow Shipping & Pickup Instructions on back of form.

PLEASE PRINT OR TYPE

CONTACT INFORMATION		PACKAGE INFORMATION	
Company/ Sender's Name		Booth Number	
Phone Number		Number of Boxes	
Email Address		Date of Package Arrival	
Contact Name		Date of Package Pick Up	
Contact's Direct Phone Number		Person(s) Authorized to Pick up Package(s)	

Receiving/Handling/Storage*/Delivery Fees

1-25 lbs.	\$15.00	51-75 lbs.	\$35.00	101-125 lbs.	\$100.00
26-50 lbs.	\$25.00	76-100 lbs.	\$50.00	126- 150 lbs.	\$200.00

Check here if you would like your packages delivered to the convention center for an additional \$10/Pkg.

*Includes receiving, securing, and storage for up to 3 business days prior to arrival. See reverse for Terms and Conditions.

All packages subject to weight verification.

We will use this authorization to charge your credit card account for all Handling/Storage/Delivery Fees associated with the packages The UPS Store receives on your behalf. These fees are paid to The UPS Store directly and cannot be billed to your Shipping Account.

Account Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Cardholder Name: _____
Account Number: _____ Expiration Date: ____/____
CVC (3 digit number on back of Visa/MC, 4 digits on front of AMEX): _____
Cardholder Billing Address: _____
City: _____ State: _____ Zip Code: _____
Cardholder Phone Number: _____
Cardholder Signature: _____

THIS FORM MUST BE RECEIVED PRIOR TO DELIVERY TO AVOID ADDITIONAL FEES

Mailing Address: The UPS Store • 4885 McKnight Rd. • Pittsburgh, PA 15237

Phone: (412) 369-9200 • Fax (412) 369-9204 • E-Mail: store0434@theupsstore.com

Shipping Instructions*

- Please affix the attached mailing labels to your box in addition to a standard shipping label. This will assist in accurate processing.
- **PACKAGES SHOULD BE ADDRESSED TO:**
The UPS Store-AAW Convention
Your Company Name/Your Phone Number
4885 McKnight Rd.
Pittsburgh, PA 15237
(412) 369 – 9200
- We do not suggest shipping your packages “Early AM.” Our center opens at 8:30 am.
- We accept packages from UPS, DHL, and FedEx. Due to inconsistency with the US Postal Service as well as various regulations, we do not suggest shipping US Mail.
- Freight Deliveries must be delivered through Great Lakes Events, Exhibitor Services (585) 458 -2200

Pick-Up Instructions

Packages can be picked up at The UPS Store located on McKnight Rd. We are conveniently located 15 minutes north of the David L. Lawrence Convention Center in the McKnight-Siebert Shopping Center between Walgreens and Starbucks.

Delivery to the Convention Center is available for an additional \$10 / package.

Hours of Operation:

Monday – Friday: 8:30 am – 6:30 pm

Saturday: 9:00 am – 5:00 pm

Receiving/Handling/Storage Conditions

Packages not retrieved after 3 business days will incur an additional storage fee based on original storage pricing. See chart below:

Storage Fees for Days 4 & 5

1-25 lbs.	\$15.00	51-75 lbs.	\$35.00	101 - 125 lbs.	\$100.00
26-50 lbs.	\$25.00	76-100 lbs.	\$50.00	126 - 150 lbs.	\$200.00

Packages not retrieved by the end of the 5th business day will be sent back via UPS Ground at the sender’s expense.

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Please attach the following to each of your packages.

To: _____
Booth Number: _____
Package _____ of _____
For:
AAW's 29th Annual International Symposium
David L. Lawrence Convention Center
C/O The UPS Store
4885 McKnight Rd.
Pittsburgh, PA 15237
Direct Shipments will only be accepted from
June 22nd – 25th, 2015

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