



THE UPS STORE<sup>®</sup>

# Hotel Vendor Package



Greetings,

It is our pleasure to introduce you to The UPS Store® in Baltimore, MD. The UPS Store® operates the Shipping & Receiving Department for this location. We handle all arriving and departing shipments for guests, groups, events, exhibitors and contractors.

Our services include, but are not limited to, shipping, packaging and printing. Additional details are provided in this brochure.

We look forward to working with you.

Regards,

Michael L. Phillips  
Owner  
The UPS Store®  
Baltimore Marriott Waterfront  
[www.theupsstore.com/7882](http://www.theupsstore.com/7882)

## **The UPS Store**

*Baltimore Marriott Waterfront*

700 Aliceanna St

Baltimore, MD 21202

410.895.1806 Tel

410.895.1997 Fax

Store7882@theupsstore.com email

## **Printing Services**

The UPS store provides a full range of services to include:

Digital printing	Tickets
Color and Black & White	Table tents
Variety of media weights & sizes	Pocket folders
Large format banners & posters	Newsletters
Table top banners	Finishing: Binders, Perfect, GBC & spiral binding
Business cards & printing	Desktop design services
Foam core mounting	Miscellaneous:
Brochures	Office supplies
Pamphlets & booklets	Stamps
Conference materials	Faxing
Conference handouts	Scanning
Imprinted items	Shredding
Conference bags	
Pads & NCR forms	

Please contact us to discuss your printing requirements prior to your event. By printing on-site, we can offer an affordable option; eliminate shipping and handling fees for the printed items.

For more information, please contact The UPS Store at (410)-895-1806 or by email at [store7882@theupsstore.com](mailto:store7882@theupsstore.com).

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# Shipping and Receiving



The UPS store provides a full range of services to include:

- Packaging
- Crating & palletizing
- Shipping: Domestic & International
- Exhibit Drayage
- Freight shipments (inbound and outbound)

The hours of operation for the are weekdays Noon to 4 pm or by prior arrangement with group meeting planners.

Please address all packages as indicated below:

<b><i>Baltimore Marriott Waterfront Hotel</i></b>
Baltimore Marriott Waterfront Hotel
C/O The UPS Store
Name of staff member/vendor representative on-site
Recipient's phone number
700 Aliceanna Street
Baltimore, MD 21202
(410) 895-1806

In addition please include this information on the package:

EVENT NAME
BOOTH/ TABLE #
EVENT DATE(S)

Due to limited storage space, we will not be able to accept shipments more than three (3) business days prior to the start date of the event. Storage fees will apply for all items arriving early.

If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting The UPS Store at: [store7882@theupsstore.com](mailto:store7882@theupsstore.com).

Additional fees may apply for delivering shipments or packages outside of our normal business hours.

Arrangements must be made for package pick-up or return shipping within two (2) days after the event ends. Storage fees will apply for all packages held more than 2 business days.

All outgoing packages must be properly packed, labeled with shipping address, return address. Additional fees will apply if packaging is required to meet carrier packaging guidelines.

The UPS Store can ship small packages and freight for any events, contractors or exhibitors at the conclusion of your event. Current UPS retail rates are charged along with the handling fees noted below. We can also arrange freight shipments of pallets, crates and other large items from your location to the Baltimore Marriott Waterfront Hotel before your event. Please contact us for a quote.

Guests may also use their own accounts and are responsible for preparing their own outbound carrier (e.g. UPS or FedEx) labels and may use the carrier of their choice. Daily pick-ups are scheduled for UPS and FedEx Express. Additional fees may apply for scheduling other carrier pick-ups (e.g. FedEx Ground, DHL, Couriers, freight companies, etc.)

Limited carrier waybills are available; guests should plan accordingly to provide their forms and supplies as necessary.

Neither the UPS Store nor the Baltimore Marriott Waterfront Hotel is responsible for any abandoned materials and they will be discarded after three (3) business days.

The UPS Store cannot loan any material handling equipment. All equipment may only be used by our staff and prevailing labor rates and/or fees will apply accordingly.

The UPS Store charges the fees below for services. Guests staying with the hotel may have the fees billed to their room. Events or groups may have their fees billed to their master account. Other exhibitors or vendors should complete the attached form and return it by fax to (410)-895-1997 or by scanning and emailing the form to: [store7882@theupsstore.com](mailto:store7882@theupsstore.com)

## **BALTIMORE MARRIOTT WATERFRONT**

### **Parcel Handling Fees**

***Separate fees apply for each direction of parcels (Inbound & Outbound).***

#### ***Small Packages – all carriers***

Letter/Envelope	\$3
1-10 lbs.	\$7
11-20 lbs.	\$16
21-40 lbs.	\$30
41-60 lbs.	\$50
61-100 lbs.	\$70
101-150 lbs	\$120
Pallet (Freight)	\$300

#### **Additional fees:**

***Storage: \$10 per day per small package or rolling case; \$50 per day per freight or pallet.***

***Labor rates: \$90 per hour per person***

***Label preparation: \$5 per label***

***After hour delivery or pick-up: \$90 per hour per person; 3 hour minimum on Sundays.***

***Material: Prevailing rates based on material***

***Fees are subject to change***

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*Baltimore Marriott Waterfront*

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Baltimore, MD 21202

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### **Shredding Services**

- The UPS Store provides shredding services either in our center for small volumes or contracts through Iron Mountain for large volume shredding. Iron Mountain is a national leader in secure and cost effective document destruction.
- Large volume shredding is done by Iron Mountain
  - 65 gallon bin delivered to a meeting room or office and picked up when filled or at the conclusion of your event.
  - Material shred off-site within 2-3 business days
  - Certificate of shredding can be provided
  - Bin will hold about 5 boxes of regular paper
- Pricing:

In-center:	\$3 per lb.
Large 65 gal bin:	\$120 per bin
- Please contact us for additional requirements and any questions.

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### Shipping and Handling Fee Form

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Please complete either section below and return to The UPS Store.

Please bill my room or the group master account \_\_\_\_\_ on  
file with the Baltimore Marriott Waterfront Hotel for any charges.

I authorize The UPS Store to post these charges to master account above with  
the Baltimore Marriott Waterfront Hotel.

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges  
if items are being shipped on The UPS Store account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Information:

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges  
if items are being shipped on The UPS Store account.

I **authorize** The UPS Store to bill the credit card below for payment:

Card # \_\_\_\_\_ Exp: \_\_\_\_\_ Auth Code: \_\_\_\_\_  
Billing address \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINTING**

**COPYING**

**SHIPPING**

**SCANNING**

**PACKING**

**SHREDDING\*\***

**RETURNS**

**Baltimore Marriot Waterfront Hotel**

700 Aliceanna Street

Baltimore, MD 21202

410.895.1806

store7882@theupsstore.com

<https://locations.theupsstore.com/md/>

[baltimore/700-aliceanna-st](https://locations.theupsstore.com/md/baltimore/700-aliceanna-st)

**Hours:**

**Mon – Fri** 12:00 PM – 4:00 PM

**Sat** Closed

**Sun** Closed



**THE UPS STORE®**

*\*Services unavailable or limited at some locations. \*\*Visit [theupsstore.com/shredding](https://theupsstore.com/shredding) for details.*

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