

The UPS Store

MINNEAPOLIS CONVENTION CENTER



Minneapolis

Convention Center

Printing & document finishing

- Full color/black & white
- Full-service color prints/copies
- Custom printing – business cards, brochures, presentations, letterhead, postcards, flyers and more
- Binding, laminating, collating, folding
- Every Door Direct Mail Retail®

Packing & shipping services

- Domestic/international services
- Pack & Ship Guarantee*
- Freight services
- Custom packing for electronics & fragile items

Mailbox services

- Package acceptance from all carriers
- A real street address
- New mail/package notification

Postal products & services

House account program

Notary services

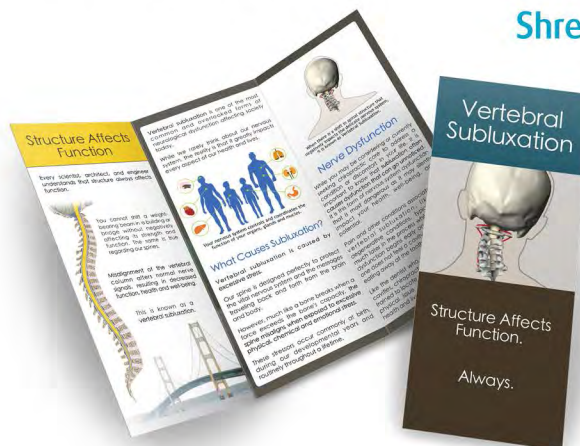
Fax services

Office supplies

Moving supplies & packaging materials

Computer Time Rental

Shredding services**



Minneapolis Convention Center

1301 2nd Ave S Ste A

Minneapolis, MN 55403

(612) 335-6295

THEUPSSTORE.COM/6479

FACEBOOK.COM/THEUPSSTORE6479

HOURS

MON- FRI
SAT

8AM - 5PM
10AM - 3PM

HOURS BASED ON BUILDING EVENTS

CHECK FACEBOOK FOR VERIFIED HOURS

PRINTING SERVICES

- Professional-looking business cards, invitations, banners, presentations and more
- Document finishing like binding and laminating

BANNERS, POSTERS, SIGNS AND MORE

Say it BIG with a poster and banner printing. We offer wide-format printing in a variety of media and size choices, so you're sure to find whatever you need.

Media Types:

- Premium Bond Paper
- Polypropylene Media
- Photo Gloss Paper
- Photo Luster Paper
- Matte Anti-Curl Media
- Scrim (Vinyl)
- Canvas



**DON'T FORGET
THE FINISHING TOUCHES.**

PACKING & SHIPPING SERVICES

- Certified Packing Experts**
- Pack & Ship Guarantee*
- Custom packing solutions for oversized, odd-shaped or fragile items
- Online package tracking

We also offer notary services, faxing services, office supplies and more.

PACKAGE RECEIVING

**Attending a convention and need a place to ship your parcels?
We will gladly accept packages from any carrier!**

To ship to this location a fee will be due per package based on size and weight. Please fill out our Shipment Authorization form. Be sure to address your parcels exactly as the form states. To retrieve the form please visit THEUPSSTORE.COM/6479

The UPS Store

MINNEAPOLIS CONVENTION CENTER



Some items we carry:

Pens & Highlighters

Notebooks

Sharpies (Variety of colors)

Mechanical Pencils & Lead

Scotch Tape

Krazy Glue

Scissors

Staplers

Staples

Box Cutters (must present badge to purchase)

Shipping Tape & Tape Guns

Shrink Wrap

Rope

Twine

Velcro Strips

Thumbtacks

Paper-Clips

Binder Clips

iPhone Chargers

Android Chargers

HDMI Cords

USB Drives

Advil

Claritin

Pepto-Bismol

Mentos

And much more!

House Account Application



Instructions

In order to apply for a House Account at this Center, this form must be completed in full. All fields are required. Incomplete or false information listed on this application will result in termination of the House Account.

NOTE: This House Account Application is valid only at Center number ____.

Customer Information

Customer Name:		
Business (House Account) Name:		
Home (Billing) Address:		
City:	State:	ZIP: -
Business Telephone: () -	Home Telephone: () -	
Fax: () -	E-mail Address:	

Authorized Individuals

Name(s) of Individual(s) Authorized To Charge Purchases to This House Account (other than Customer listed above)	Telephone
1.	() -
2.	() -
3.	() -

☐ Check here if you wish to have House Account Cards issued to each authorized individual.

☐ Check here if you wish to authorize charges by any individual in possession of your House Account Card.

Billing Information

Credit Card To Be Billed: <input type="checkbox"/> American Express® <input type="checkbox"/> Discover® <input type="checkbox"/> MasterCard® <input type="checkbox"/> Visa®	
Issuing Name*:	Expiration Date: /
Billing Address:	
Account Number:	
Cardholder Full Name:	
* Note that your card issuer may provide us with updated card account information.	

Payment Options

Check below to indicate your payment preference. You understand that you will receive a House Account Statement at the end of each month.

- ☐ Charge your credit card each month
(You hereby authorize the Center to charge the balance shown on the House Account Statement each month to the credit card indicated above on or after the fifteenth [15th] day following the statement date. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.)
- ☐ Pay by check each month
(Payment by check must be received by the Center no later than the fifteenth [15th] day of the month for charges incurred during the previous month. If your check payment is not received by the fifteenth [15th], you hereby authorize the Center to charge the balance shown on the House Account Statement to the credit card indicated above. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.)

House Account Application

Terms and Conditions

Center will issue House Account Card(s) to identify Customer's ("you" or "your") House Account pursuant to your instructions above. You will be sent a statement of House Account charges to the address indicated above at the end of each month. You acknowledge responsibility to pay an amount equal to the total of all purchases and charges reflected on the House Account Statement, whether incurred by you or, as applicable, by: (1) an individual authorized by you above or (2) any person in possession of the card.

In the event that a charge is rejected or a check is returned for any reason, you agree to make full and prompt payment immediately upon receipt of notice. You are responsible for and will reimburse any fees or charges incurred by the Center as a result of a rejected charge or returned check.

Interest at the rate of 1.5% per month will be assessed on the total of any amounts not paid within thirty (30) days of the statement date. You agree to pay any and all costs, including reasonable attorneys' fees, incurred by the Center in an attempt to collect any outstanding balance(s). The Center may, at its sole discretion, suspend or cancel any House Account with a balance unpaid more than thirty (30) days after the statement date.

This credit card authorization does not constitute an agreement to provide, nor is it intended to imply the existence of, any extension of credit or any credit options. The Center may, at its discretion, restrict charges on this House Account in general or with respect to any type of products and/or services. The Center may also cancel this agreement at any time for any reason by giving written notice to you, at which time all amounts then outstanding are due and payable immediately.

By signing this document, you fully agree to the above conditions without exception.

Authorization

Customer Signature:	Date: / /
Printed Name:	Title:
Driver's License Number:	State:



THE MINNEAPOLIS CONVENTION CENTER

1301 2ND AVE S, STE A, MINNEAPOLIS, MN 55403

P: 612.335.6295 | F: 612.335.6298 | STORE6479@THEUPSSTORE.COM

The UPS Store will gladly receive packages on your behalf. Please complete this form and adhere to the shipping and pick up instructions detailed on the back of this form.

The UPS Store is committed to providing you with an outstanding experience during your stay. All attendee and event packages being shipped to the store must follow the address label standards (illustrated below) to prevent package routing delays. We suggest that you do not send packages early AM unless you work out arrangements ahead of time with the UPS Store. Please call or email to arrange early a.m. deliveries. Additional fees apply. We ask that you please refrain from sending you USPS deliveries as times are solely estimates and not guaranteed. It is your responsibility to track your shipment. We do not contact you once your packages arrive. Receipts are available via email by request only.

PLEASE FILL OUT YOUR LABEL EXACTLY AS SHOWN BELOW:

Hold For Guest: (Guest Name)
c/o The UPS Store at Minneapolis Convention Center
(Convention / Conference / Group / Event Name)
1301 2nd ave s, STE A, Minneapolis, MN 55403

PICK UP INSTRUCTIONS

Packages must be picked up directly from the UPS store in the Minneapolis Convention Center. We are located on the east side of the building across from the auditorium and the lobby of Hall B. We do have a cart you may use to bring your items to the show location. The cart is available on a first-come first serve basis and must be returned in a timely manner. Customer is not returning carts to The UPS store will be assessed a replacement fee of \$200. Carts are the property of the UPS store and not the Minneapolis Convention Center.

Standard Hours of operation:

Monday - Friday: 8am – 5pm

Saturday: 10 am – 3pm

Sunday: Closed

Receiving Handling & Storage Conditions*

Includes receiving, securing, and storage of items for up to 3 calendar days prior to package(s) being picked up. All packages are subject to weight and size verification. Packages must be picked up directly from the UPS store. Due to union labor laws, we are not able to deliver your items to the show booths within any halls or rooms. Packages not picked up within 3 Calendar days will incur an additional storage fee per package per day based on original pricing specified

PARCEL INBOUND/OUTBOUND FEES

THESE FEES APPLY TO PACKAGES BEING SHIPPED INTO OUR LOCATION. THE SAME FEE WILL ALSO APPLY PER PACKAGE TO ANY PRE LABELED/ PRE-PAID OUTGOING SHIPMENTS BEING DROPPED OFF AT OUR LOCATION BY CONVENTION GUESTS.

Small Packages

Letter/Packs	\$5.00
Standard Boxes 1 – 39 _{lbs} and/or under 20 ³ IN	\$15.00

Large Packages

40-69 _{lbs.} and/or over 20 ³ IN	\$40.00
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Rolling Cases

Hardcases & Rolling-Cases - 70 _{lbs} – 80 _{lbs}	\$50.00
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Heavy Shipments

81 _{lbs} and over	\$65.00
Pallets	\$85.00

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

YOUR DEPARTURE

Our systems are not able to process UPS 3rd party shipper account numbers. To ship using a UPS 3rd party shipper number you may do so by logging into your account on UPS.com. Any Pre-Paid Convention related shipment being dropped off at this location will require a handling fee as detailed above.

Please complete your credit card information on the next page. For your convenience, we will use this authorization to charge your credit card account for all handling and storage fees associated with package(s) The UPS Store receives on your behalf. These fees are paid directly to the UPS store in The Minneapolis Convention Center and cannot be billed to UPS shipping account and/or any Convention Center master account.

Please neatly complete this form for authorizing The UPS Store #6479 to make a one-time charge to your credit card for package receiving fees. By signing this form you give us permission to debit your account for the amount of your transaction based on the terms detailed on this form.

CONTACT INFORMATION		PACKAGE INFORMATION	
COMPANY / SENDERS NAME:		NAME OF EVENT:	
EMAIL ADDRESS:		NUMBER OF PACKAGES BEING SHIPPED:	
RECIPIENTS NAME:		ARRIVAL DATE:	
		PICK UP DATE:	
		AUTHORIZED RECIPIENT:	

Account Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Cardholder Name				
Card Number				
Expiration Date				

I authorize the UPS Store #6479 to charge the credit card according to the terms outlined in this form. I understand that in the event my credit card is declined my shipments will not be available for pickup until fees are paid. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. I understand giving False and/or inaccurate information may result in the package(s) being returned to sender.

SIGNATURE _____ DATE _____

THIS FORM MUST BE RECEIVED PRIOR TO DELIVERY IN ORDER TO AVOID ADDITIONAL FEES.

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