



# We're here to help.

You can count on us for a wide variety products and services such as:

## Printing & document finishing

- Full color/black & white
- Full-service color prints/copies
- Custom printing – business cards brochures, presentations, letterhead, postcards, flyers & more
- Binding, laminating, collating, folding

## Wide-Format Printing

- Posters, banners, signs

## Notary services\*

## Fax services

## Packing & shipping services

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

## Package receiving

- Package acceptance from all carriers

## Postal products & services

## House account program

## Office supplies

## Packaging materials

## Computer Time Rental

## Shredding services†

## Office supplies & more

- Extension cords, cough drops, pain relievers, adhesive strips, etc.

# The UPS Store®



## Minneapolis Convention Center – Lobby B

1301 2nd Ave S, Ste A  
Minneapolis, MN 55403  
612.335.6295  
store6479@theupsstore.com  
theupsstore.com/6479

## Hours:

**Mon – Fri**

8:00 AM – 5:00 PM

**Sat**

10:00 AM – 3:00 PM

**Sun**

Closed

\*Available at participating locations. \*\*Visit [theupsstore.com/guarantee](http://theupsstore.com/guarantee) for full details. †Visit [theupsstore.com/shredding](http://theupsstore.com/shredding) for full details.

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## House Account Application

Whenever you or a member of your team come in to purchase products or services, we'll charge the total to your House account. Once the conference is complete we'll send you a receipt for each transaction and charge the card on file for all of the transactions.

### Instructions

In order to apply for a House Account at this location, 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. Application valid at store #6479 only.

### 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.)

### 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 UPS Store

THE MINNEAPOLIS CONVENTION CENTER

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

P: 612.335.6295 F: 612.335.6298 | [STORE6479@THEUPSSTORE.COM](mailto:STORE6479@THEUPSSTORE.COM)

## Incoming Shipment Form

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.

### Label must be addressed as below:

Hold For Guest: (Guest Name)  
c/o The UPS Store #6479  
(Convention / Conference / Group / Event Name)  
1301 2<sup>nd</sup> 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 within 30 minutes. Customers 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 - 5 pm

Saturday: 10 am - 3pm

Sunday: Closed

Hours are based on events please check our Facebook page for verified hours

# 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 charged per package based on weight and size. 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 FEES	
STANDARD PACKAGES	
LETTER/PACKS:	\$7
STANDARD BOXES 1-39 LBS AND/OR UNDER 20 <sup>3</sup>	\$20
LARGE PACKAGES	
40-69 LBS AND/OR OVER 20 <sup>3</sup>	\$50
ROLLINGCASES	
1-69 LBS	\$60
HEAVY SHIPMENTS (ROLLINGCASES & PARCELS) 70-100 LBS	
70-100 LBS	\$70
Please Note: Any Shipment weighing over 100 lbs. will incur an additional \$10 fee per 25 lbs.	

# Outbound Handling Conditions\*

Convention guests using their own third-party account numbers be advised a handling fee will apply as detailed below.

PARCEL OUTBOUND FEES	
As we have to physically deliver your Fed-ex parcels to a local facility there is a higher tier for any Fed-Ex shipment left with our location. All Fed-ex shipments must already have a label generated.	
STANDARD PACKAGES	
UPS LETTER/PACKS:	\$7
FEDEX LETTER/PACKS:	\$10
UPS STANDARD BOXES: 1-39 LBS AND/OR UNDER 20 <sup>3</sup>	\$20
FEDEX STANDARD BOXES: 1-39 LBS AND/OR UNDER 20 <sup>3</sup>	\$30
LARGE PACKAGES	
UPS LARGE PACKAGES 40-69 LBS AND/OR OVER 20 <sup>3</sup>	\$50
FEDEX LARGE PACKAGES 40-69 LBS AND/OR OVER 20 <sup>3</sup>	\$60
ROLLINGCASES	
UPS – 1 - 69 LBS	\$60
FEDEX – 1 - 69 LBS	\$70
HEAVY SHIPMENTS (ROLLINGCASES & PARCELS) 70-100 LBS	
UPS – 70 -100 LBS	\$70
FEDEX – 70 -100 LBS	\$80
Please Note: Any Shipment weighing over 100 lbs. will incur an additional \$10 fee per 25 lbs.	

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

CONTACT INFORMATION		PACKAGE INFORMATION	
COMPANY / SENDER'S NAME:		NAME OF EVENT:	
EMAIL ADDRESS:		NUMBER OF PACKAGES BEING SHIPPED:	
RECIPIENT'S 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 indicated in this authorization form according to the terms outlined above. I understand that in the event my credit card is declined my shipment fees must be paid at pickup. 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 package not leaving and/or package abandonment.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**WITH ANY QUESTIONS PLEASE CONTACT US DIRECTLY:**

**THE UPS STORE, MPLS CONVENTION CENTER, 1301 2<sup>ND</sup> AVE S, STE A, MINNEAPOLIS, MN 55403**

**612-335-6295 | [STORE6479@THEUPSSTORE.COM](mailto:STORE6479@THEUPSSTORE.COM) | [THEUPSSTORELOCAL.COM/6479](http://THEUPSSTORELOCAL.COM/6479)**