

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

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 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 AM. deliveries. Additional fees apply. We ask that you please refrain from sending USPS shipments 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.

Label must be addressed as below:

Hold For Guest: (Guest Name)
c/o The UPS Store #6479
(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 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.

Hours of Operation:

During Conventions Only

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

Receiving/Inbound 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	
OVERNIGHT LETTER	\$5
1-10 LBS	\$7
11-20 LBS	\$15
21-40 LBS	\$25
41-60 LBS	\$40
HEAVY SHIPMENTS 60-101+ LBS	
61-100 LBS	\$60
101+ LBS	\$80
PALLETS/CRATE:	
Per Pallet/Crate	\$250

Outbound Handling Conditions*

Convention guests with prelabeled shipments – please 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 an extra \$10 free for any Fed-Ex shipment left with our location.		
STANDARD PACKAGES		
	UPS	FEDEX
LETTER/PACKS	\$5	\$15
1-10 LBS	\$7	\$17
11-20 LBS	\$15	\$25
21-40 LBS	\$25	\$35
41-60 LBS	\$40	\$50
HEAVY SHIPMENTS 60-101+ LBS		
	UPS	FEDEX
60-100 LBS	\$60	\$70
101+ LBS	\$80	\$90
PALLET/CRATE		
Per Pallet/Crate	\$250	

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:	☐ Visa	☐ MasterCard	☐ AMEX	☐ Discover
Cardholder Name	_____			
Card Number	_____			
CID 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 2ND AVE S, STE A, MINNEAPOLIS, MN 55403

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INCOMING AND OUTGOING RATES GO INTO EFFECT ON 1/1/2021