



# The UPS Store™

## Instructions Packet



We're Here to Help



Tel: 480.596.7695 or 480.596.7580 | Fax: 480.596.7696  
[Store6893@theupsstore.com](mailto:Store6893@theupsstore.com)  
[www.theupsstorelocal.com/6893](http://www.theupsstorelocal.com/6893)

# Printing Services

**With a team of full time Print Managers AND on-site graphic designer, let us prove to you that we can make the difference between a successful event and one to be remembered.**

**If it can be printed.... we can do it!**

- Digital B&W and Color Prints**
- Posters, Banners, Signs**
- Foam Core/Gator Board Mounting & Laminating**
- Brochures, Pamphlets, and Flyers**
- Binding and Laminating**
- Retractable Banners**
- Business Cards**
- Letterhead and Stationery**
- Two Pocket Folders**
- 3D Printing Services**

**and much, much more...**

**All of our print products are competitively priced to give you value and convenience. Please contact us directly to discuss your printing options prior to your next event.**

**480.596.7695 or 480.596.7580  
Store6893@theupsstore.com**

**By printing on-site, we can offer an incredible deal by eliminating shipping and handling fees!**

# Printing Services cont'd

A copier will be located in the lobby of the business center. With prior arrangements, we will provide you with a code that you can use during your event. During your event you will have 24 hour access to the copier.

## Pricing:

**\$50 Set-up fee; includes basic training**

**15 cent B&W Copies**

**45 cent Color Copies**

**Minimum \$100 (including set-up fee)**

**480.596.7695 or 480.596.7580**

**Store6893@theupsstore.com**

**Prevent lost, damaged, or late packages of printed materials by allowing The UPS Store to handle all of your printing needs. You take care of the conference, we'll take care of the printing. We're here to help and we mean it!**

# Self-Service Printing Options

**Self-service computers are located in our business center and by the elevators in the lobby. These are accessed with credit card swipe and connected to high-speed color and black and white print machines. (Printing of black & white boarding passes are complimentary at the computers as well)**



**With prior arrangements, we will provide you with a code that you can use during your Show as an alternative to credit card.**



# The UPS Store™



## Instructions

Please inform all resort guests that all packages go through The UPS Store #6893 located on the resort premises in the Business Services Center!

**All Packages (Inbound and Outbound) are subject to the Resort Parcel Handling Fees which can be found on page 7 of this packet.**

We recommend having all parties fill out the Authorization for Credit Card - Inbound/Outbound Order Form which is located on page 10 of this packet. Please have your attendees and show vendors send the Credit Card Authorization form to:

Fax to: (480) 596-7696

Email to: [store6893@theupsstore.com](mailto:store6893@theupsstore.com)

# Shipping and Receiving

The UPS Store provides a full range of package services to include:

Receiving

Shipping: Domestic & International

Packaging

Crating & palletizing

Freight shipments (inbound and outbound)

The UPS Store Business Center is open the following hours\*\*:

Monday-Friday 7am-4pm

Saturday-Sunday 9am-2pm

*\*\*hours may be extended during Show dates to best serve guest needs. Contact The UPS Store Business Center team for hours of operation on specific dates*

Please address all packages as indicated below:

**Scottsdale Resort at McCormick  
Ranch**

**C/O Recipient's Name**

**Recipient's phone number**

**Show Name & Dates**

**7700 E. McCormick Pkwy**

**Scottsdale, AZ 85258**

**Phone: 480.596.7580**

**With our receiving services, you can have the peace of mind that your packages are already delivered and on-site at Scottsdale Resort at McCormick Ranch prior to your arrival. The UPS Store can confirm receipt upon inquiry.**

# Shipping & Receiving cont'd

If you are expecting more than 10 packages or any pallets, please coordinate your delivery with The UPS Store. Also, please note that a parcel handling fee will be charged for all packages received and/or sent at the Scottsdale Resort at McCormick Ranch, for the service of the item(s) being received, inventoried, stored, and delivered within hotel property.

**Parcel Handling Fees:** Separate fees apply for each direction of parcels (Inbound\* & Outbound\*\*).

## Parcels up to 150 Lbs.

Envelopes/ Letters	\$5.00
1 – 9 Lbs.	\$7.00
10 – 19 Lbs.	\$12.00
20 – 39 Lbs.	\$20.00
40 – 74 Lbs.	\$40.00
75 – 99 Lbs.	\$60.00
100 + Lbs.	\$75.00

## Crates, Pallets, Display Cases

Crates up to 149 Lbs.	\$100.00
Crates from 150 Lbs.	\$150.00 - \$300.00
Display Box, Poster, Tube	\$30.00
Display Case each	\$50.00
Standard Pallet each	\$175.00
Labor Fees - \$60/hour for setup, etc	

**Additional fees may apply for shipments or deliveries outside of normal business hours.**

\*Each inbound fee includes receiving, securing and storage for up to 3 business days prior to arrival. \$2.00 per day per package storage fee for days 4+

\*\*Each outbound fee includes labeling, taping, securing package(s) for pickup, and ensuring prompt pickup by the appropriate carrier

**The UPS Store can ship small packages or freight. Current UPS rates are charged on top of any handling fee. Full service packing available as well. Pricing varies by item, size and value.**

**The UPS Store and Scottsdale Resort at McCormick Ranch are not responsible for any abandoned materials and they are discarded three (3) business days from scheduled pickup date.**

**With prior arrangements, The UPS Store Shipping Station can be setup for a Show during move in and/or move out to allow Exhibitors and Attendees to have easy access to package receiving and shipping. Faster move in, faster move out = Happy Customers!**

**Plan ahead and be prepared. Shipping your items ahead of time allows you to focus more on your day to day commitments leading into your conference, meeting or convention.**

# The UPS Store #6893 at The Scottsdale Resort at McCormick Ranch

7700 E. McCormick Pkwy Scottsdale, AZ 85258

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Email: [store6893@theupsstore.com](mailto:store6893@theupsstore.com) | Website: [www.theupsstorelocal.com/6893](http://www.theupsstorelocal.com/6893)

## Copy, Print & Document Service Request Form

Please Complete Information Below and Submit to The UPS Store.

Name of Convention: \_\_\_\_\_ Date(s) of Convention: \_\_\_\_\_

Person Requesting Job \_\_\_\_\_ Contact Information \_\_\_\_\_ Delivery Date/Room \_\_\_\_\_

Document Title \_\_\_\_\_ Billing Code \_\_\_\_\_

**PRE-SHOW REQUESTS NEED TO BE SUBMITTED 2 WEEKS PRIOR TO YOUR EVENT FOR LARGE REQUESTS AND 1 WEEK PRIOR FOR SMALLER REQUESTS.**

(Orders submitted later than required may be subject to a rush fee.)

Total Number of Originals: \_\_\_\_\_ Total Number of Sets Required: \_\_\_\_\_

**COPY/PRINT SPECIFICATIONS (select one from each category):**

**Ink Color:** Black & White \_\_\_\_\_ Color \_\_\_\_\_ **Print Type:** Single Sided \_\_\_\_\_ Double Sided \_\_\_\_\_

**Paper:** Standard \_\_\_\_\_ Card Stock \_\_\_\_\_ **Stapled:** Left Corner \_\_\_\_\_ Saddle Stitch \_\_\_\_\_

**Hole Punched:** 2-Hole (Top) \_\_\_\_\_ 3-Hole (Side) \_\_\_\_\_ **Fold:** Half Fold \_\_\_\_\_ Tri-Fold \_\_\_\_\_

**Binding:** Comb \_\_\_\_\_ Coil \_\_\_\_\_ UniBind \_\_\_\_\_

*Please contact a UPS Store associate if you have any questions or special needs.*

**Bill to Master Resort Acct # \_\_\_\_\_ Authorized Signature \_\_\_\_\_**

**For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.**

Please check one: \_\_\_ American Express \_\_\_ Discover \_\_\_ Visa \_\_\_ MasterCard

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_  
CVV Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_



# The UPS Store #6893 at The Scottsdale Resort at McCormick Ranch

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## Mounted Poster / Banner Order Form

Please complete information below and submit to The UPS Store.

### Step 1: Choose Size-

Please provide poster size in INCHES. Width \_\_\_\_\_ X Height \_\_\_\_\_

### Step 2: Choose Media-

Matte Paper \_\_\_\_\_ Gloss Paper \_\_\_\_\_ Polyester Vinyl \_\_\_\_\_

Canvas Matte \_\_\_\_\_ Canvas Glossy \_\_\_\_\_

### Step 3: Finishing Options-

Glossy Laminated Foam Core \_\_\_\_\_ Matte Laminated Foam Core \_\_\_\_\_

White Foam Core (no laminate protectant) \_\_\_\_\_ Gatorboard Upon Request \_\_\_\_\_

### Step 4: File Name/Quantity

File 1- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

File 2- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

File 3- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

Name/Company Name: _____	Quantity Ordered: _____
Contact Name: _____	Order Date: _____
Phone Number: _____	Pick-Up Date: _____
Email Address: _____	UPS Store Associate: _____

**Bill to Master Resort Acct # \_\_\_\_\_ Authorized Signature \_\_\_\_\_**

**For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.**

Please check one:    \_\_\_ American Express    \_\_\_ Discover    \_\_\_ Visa    \_\_\_ MasterCard

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_  
CVV Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

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## Authorization for Credit Card Use Inbound/Outbound Package Handling Order Form

PLEASE PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.  
All information will remain confidential

Name on Card:

\_\_\_\_\_

Billing Address:

\_\_\_\_\_

\_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ AmEx

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Card Identification Number: \_\_\_\_\_ (last 3 digits located on the back of the credit card.  
Amex 4 numbers on the front)

I authorize The UPS Store to charge the credit card provided for services rendered. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

**Return the completed and signed form to the following:**

**Email:** [store6893@theupsstore.com](mailto:store6893@theupsstore.com)

**Fax:** 480.596.7696

# **We Look Forward to Serving You!**

**As you begin planning for your Show and trip to Scottsdale, remember The UPS Store is here to serve you in any way we can.**

**Our partnership with The Scottsdale Resort at McCormick Ranch has given us the opportunity to assist you with every facet of your meeting or event, from a Business Service perspective.**

**Don't hesitate to let us know how we can help better your visit.**

**We can print anything you'd possibly need and have it ready and awaiting your arrival. On time, in one piece, guaranteed to meet your expectation.**

**Send your packages ahead of time and we'll have it ready and awaiting your instruction. Peace of mind goes a long way when planning a Show for several thousand people.**

**Use our expertise to ship everything to the next destination or back home.**

**Let us prove it to you. Call today for more information.**