

## Inbound Guest Packages - Shipping Instructions

Please follow the recommended label addressing standards, illustrated below, to prevent package routing delays. All packages received by The UPS Store Print & Business Services require a release signature before being released from The UPS Store Print & Business Services's custody to the intended recipient. Release signatures are captured at the time of package pick-up from The UPS Store Print & Business Services or during delivery of package(s) to the recipient. Inbound and Outbound Package Handling Fees will be applied on a per package basis based on the weight of each package as outlined in the fee schedule below. These fees are applied in addition to any shipping/transportation charges.

Please use the name of the recipient for whom will be onsite to receive and sign for the package(s). Please do not address your package(s) to the *Hotel Staff* or a *Show Manager* as this could cause confusion in package sorting and/or your package(s) to be delayed. Packages (excluding pallets/crates) will be available for pick-up inside The UPS Store Print & Business Services located inside the Convention Center of The Caribe Royale. Package deliveries may be scheduled by contacting The UPS Store Print & Business Services by calling our main office at **407.238.8436** or by dialing the extension **8436** from any hotel phone. Package deliveries should only be scheduled after the recipient has checked into the hotel.

**Please schedule your shipment(s) to arrive 1 - 2 days prior to the event start date.**

### Event Shipment(s) - Label Standard:

Affix a label with the following information (in addition to the airbill).

<p><b>The Caribe Royale</b>                  (Event Name) (Arrival Date)  <b>HOLD FOR GUEST:</b> (Guest Name) (Guest Cell Number)  <b>8101 World Center Drive</b>  <b>Orlando, FL 32821</b></p>
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### Individual Shipment(s) - Label Standard:

Affix a label with the following information (in addition to the airbill).

<p><b>The Caribe Royale</b>  <b>HOLD FOR GUEST:</b> (Guest Name) (Arrival Date)                  (Guest Cell Number)  <b>8101 World Center Drive</b>  <b>Orlando, FL 32821</b></p>
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## Outbound Guest Package(s) - Shipping Instructions

All outbound packages must have a completed carrier airbill affixed to each package prior to shipment. If a preprinted airbill is not available, The UPS Store Print & Business Services can provide shipping services via UPS only. Packaging supplies (boxes, tape, etc.) are available for purchase within The UPS Store Print & Business Services. Outbound packages being picked up by a third party courier should be coordinated in advance with a The UPS Store associate. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to the shipping/transportation fees. Package handling fees are based on the weight of each package.

### Package Handling Fees

Package Handling Fees may be charged to a guest room, master account or credit card. Fees are applied on a per item basis.

Weight Class	Inbound/Outbound Handling Fee
Envelopes:	\$5.00
Padded Packs:	\$7.00
00.0 - 10.0 lbs.:	\$10.00
10.1 - 20.0 lbs.:	\$15.00
20.1 - 40.0 lbs.:	\$25.00
40.1 - 60.0 lbs.:	\$50.00
60.1 - 100.0 lbs.:	\$75.00
100.1+ lbs.:	\$120.00
Pallets/Crates:	\$300.00

### Package Storage Fees

Package Storage Fees will be applied to each package received and stored for more than six calendar days. Fees are applied on a per item basis.

Weight Class	Storage Fee After 6 Days
Envelopes:	\$5.00
Padded Packs:	\$5.00
00.0 - 10.0 lbs.:	\$5.00
10.1 - 20.0 lbs.:	\$10.00
20.1 - 40.0 lbs.:	\$15.00
40.1 - 60.0 lbs.:	\$25.00
60.1 - 100.0 lbs.:	\$50.00
100.1+ lbs.:	\$50.00
Pallets/Crates:	\$50.00

Terms & Condition: Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for the inbound package(s). The shipper must comply with all applicable local, state and federal laws, including those governing packaging, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor The UPS Store Print & Business Services provide such insurance. Neither the Hotel, The UPS Store Print & Business Services nor the associates, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel you agree to be bound by any additional terms and conditions that the Hotel or The UPS Store Print & Business Services may establish from time to time for receiving and delivering of packages.

## Contact Information

8101 World Center Dr., Orlando, FL 32821  
 tel.: 407.238.8436 • fax: 407.387.8650  
 email: store6855@theupsstore.com

## Hours of Operation

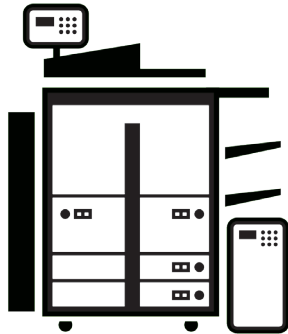
Mon-Fri	8:00 AM-5:00 PM
Sat	Closed
Sun	Closed

## The UPS Store Print & Business Services Center

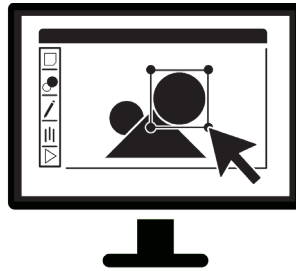
The UPS Store Print & Business Services Center inside the Convention Center of The Caribe Royale is here to help! We can provide many of the services you need right here on site. We provide a full range of services that include:

**Digital Color and Black & White Printing • A Variety of Media Weights & Sizes • Wide Format Banners & Posters  
 Business Cards & Flyers • Foam Core Mounting • Conference Materials & Handouts • Marketing Materials  
 Brochures, Pamphlets & Booklets • Stamps • Office Supplies • Note Pads • NCR Forms • Fax Services**

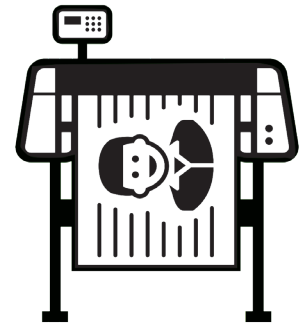
### Printing Solutions



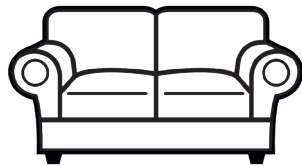
### Graphic Design



### Wide Format



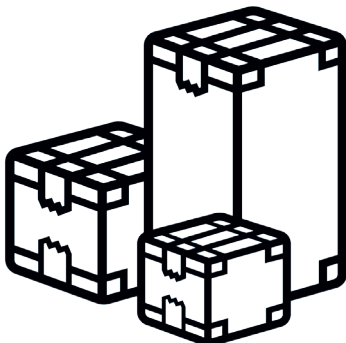
### Freight Services



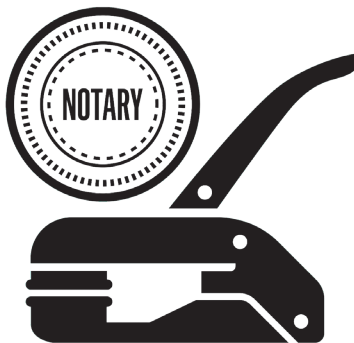
### Business Resources



### Certified Packing Experts



### Notary Services



### Shipping Solutions

