

Shipping & Receiving

Presented by the UPS Store

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We are pleased to announce the Baltimore Marriott Waterfront has Teamed with the UPS Store to bring you all of your shipping and business center needs!

Contact Information

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- ◆ Please address all packages as indicated below.

Baltimore Marriott Waterfront Hotel

C/O The UPS Store

Event Name

700 Aliceanna St.

Baltimore, MD 21202

(410)-895-1806

- ◆ In addition please include this information on the package:
 - ◆ Group name & phone number
 - ◆ Date of Event
- ◆ Due to limited storage space, we will not be able to accept shipments more than three (3) business days prior to the start date of the event. Storage fees will apply for all items arriving early.
- If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting The UPS Store.
- Additional fees may apply for delivering shipments or packages outside our normal business hours.
- Arrangements must be made for package pick-up or return shipping within two days after the event ends. Storage fees will apply for all packages held more than 2 business days. All outgoing packages must be properly packaged, labeled with shipping address, return address. Additional fees will apply if packaging is required to meet carrier packaging guidelines
- The UPS Store can ship small packages and freight for any events, contractors or exhibitors at the conclusion of your event. Current UPS rates are charged along with the handling fees noted below.



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Shipping Prices

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Small Package (UPS/FedEx) Rolling Cases:

- ◆ Letter/Envelope \$3
- ◆ 1-10 lbs. \$5
- ◆ 11-30 lbs. \$12
- ◆ 31-50 lbs. \$25
- ◆ 51-75 lbs. \$45
- ◆ 76-100 lbs. \$70
- ◆ 101-150 lbs \$100
- ◆ 151 + lbs \$150

Additional fees:

- ◆ Storage: \$10 per day per small package or rolling case; \$50 per day per freight or pallet.
- ◆ Labor rates: \$75 per hour per person
- ◆ Label preparation: \$5 per label
- ◆ After hour delivery or pick-up: \$75 per hour per person; 3 hour minimum on Sundays.
- ◆ Material: Prevailing rates based on material

Rolling Cases:

Sm. Rolling Crate (< 76 lbs.) \$45
Med. Rolling Crate (76-150 lbs.) \$65

Freight:

Sm. Rolling Crate (< 76 lbs.) \$60
Med. Rolling Crate (76-150 lbs.) \$100
Lg. Rolling Crate (>150 lbs.) \$150
Pallet (Freight) \$250

Separate fees apply for each direction of parcels (Inbound & Outbound).

****Fees are subject to change***



Business Center

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Hours of Operation

Monday-Friday: 8 am to 6 pm

Saturday: 10 am to 4 pm

Nights & Sunday: By prior arrangement

Miscellaneous

- ◆ Office Supplies
- ◆ Stamps
- ◆ Faxing
- ◆ Scanning
- ◆ Shredding
- ◆ Laptop Rental

Printing

- ◆ Digital printing
- ◆ Color & Black & White
- ◆ Variety of media weights & sizes
- ◆ Large format banners & posters
- ◆ Business cards & printing
- ◆ Foam core mounting
- ◆ Brochures
- ◆ Pamphlets & booklets
- ◆ Services
- ◆ Conference material
- ◆ Conference handouts
- ◆ Imprinted Items

- ◆ Conference Bags
- ◆ Pads & NCR Forms
- ◆ Tickets
- ◆ Table Tents
- ◆ Pocket Folders
- ◆ Newsletters
- ◆ Finishing: Binders, Perfect, GBC & Spiral Binding
- ◆ Desktop Design Services

