



### Shipping Instructions\*

Please fill out your label exactly as it is shown below.

<p><b>The UPS Store</b> <b>Show/Company Name (if applicable)</b> <b>c/o First/Last Name/Contact Phone</b> <b>125 N 2<sup>nd</sup> St, Ste 110</b> <b>Phoenix, AZ 85004</b> <b>Phone: 602-251-0135</b></p>
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\*We suggest that you do not send packages Early A.M. unless you work out these arrangements ahead of time with a UPS Store associate. Please call/email ahead for freight deliveries. Please do not send USPS Postal Mail.

### Pick-Up Instructions\*

Package(s) can be picked up at The UPS Store located on 2<sup>nd</sup> Street, between Starbucks and the Visitors Center in the West Building or can be delivered for an additional fee. Store Hours listed below:

**Hours of Operation:**  
Monday – Friday: 7am-6pm\*  
Saturday: 8am-2pm\*  
Sunday: Closed\*

\*Please call/email ahead if longer hours are needed.  
Weekend Hours are in effect in conjunction with most events going on at the Phoenix Convention Center.

### Receiving Handling/Storage Conditions\*

Packages not retrieved after 3 business days will incur an additional storage fee based on original storage pricing. See chart below.

#### Additional Storage Fees

0-10 lbs	\$7.50	51-75 lbs	\$25.00
11-20 lbs	\$10.00	76-100 lbs	\$45.00
21-30 lbs	\$12.50	101-150 lbs	\$100.00
31-50 lbs	\$17.50	151 lbs plus	\$175.00

\*If package(s) is not picked up by end of the 5<sup>th</sup> business day, The UPS Store will ship package(s) back via UPS Ground at the sender's expense.