

# The UPS Store

1511 Texas Avenue S.  
College Station, TX 77840

Phone: (979)764-6107  
Fax: (979) 696-7246  
email: store2647@theupsstore.com

**Each exhibitor is directly responsible for contacting The UPS Store to arrange shipping.  
Minimum of 7 days prior to receipt of goods.**

**Packages less or equal to 150# Instructions**  
It includes boxes or cases that can be moved by hand truck (dolly).

Please direct shipments for the Texas A&M Relay Conference as follows:

Address: **The UPS Store**  
c/o (Your Company Name)  
**1511 South Texas Avenue**  
**College Station, TX 77840**

Label boxes 1 of 8, 2 of 8, etc.

## The UPS Store will Coordinate and Handle the Following:

- Accept all exhibitors' packages and containers within five (5) days prior to date of exhibit.
- Deliver same to Memorial Student Center (MSC) on the day requested.
- Remove and arrange all packages from MSC premises.
- Ship all MSC vendor packages to their chosen destination.

*Note:* The UPS Store will schedule and co-ordinate deliveries and breakdowns to be able to handle all exhibitors at the same time. Any exceptions to this will have to be handled on an individual basis and subject to additional charges.

## Fees:

1. \$75.00 delivery fee per exhibitor from The UPS Store to MSC, or from MSC to The UPS Store provided no individual parcel exceeds 70 lbs and delivery is made during normal store hours. Maximum number of boxes is five; each box over five will incur an additional \$15.00 per box.
2. Deliveries/pick-ups made outside of normal store hours will incur an additional \$100 fee.
3. Parcels exceeding 70 lbs. will be charged an additional \$25.00 delivery.
4. Storage in addition to the five (5) days prior to the date of exhibit will incur in a fee of \$5/day/package
5. Shipping fees for UPS shipments will be at The UPS Store retail rates for its customers. Any UPS or FedEx shipments using your own account number will incur a \$10 prep fee.

6. Charges will be secured with MSC exhibitor's credit card or with a deposit of 50% of the estimated total charges in advance.
7. Parcels / equipment requiring special storage and insurance will be bid upon prior to exhibit and will be at reasonable third-party rates for that exhibit.

**Liability:** Insurance will be always exhibitor's responsibility for liability above and beyond \$50.00 per exhibitor. This includes storage.

**Shipping/Freight Instructions**  
**Large crated items that require a mechanical forklift (over 150 lbs.)**

Please direct shipments for the Texas A&M Relay Conference as follows:

Address      **The UPS Store**  
                   c/o (Your Company Name)  
                   **c/o Conlee-Garrett Warehouse**  
                   **600 S. Bryan Ave.**  
                   **Bryan, TX 77803**

Label crates / shipments 1 of 8, 2 of 8, etc.

All boxes or cases sent to 1511 South Texas Avenue will be subject to page (1) charges.

Items requiring warehouse storage are subject to page (1) but will be charged as follows:

Storage	\$ 10.00 cwt
Warehouse Handling (In & Out)	\$ 10.00 cwt
Delivery/Pick-up (Weekend)	\$ 27.00 cwt
Delivery/Pick-up (Weekday)	\$ 22.00 cwt

# PLEASE FAX OR E-MAIL TO THE UPS STORE

## Acceptance of Terms from Page One

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Exhibitor Cell Phone: \_\_\_\_\_ (Contact in College Station)

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Credit Card Number to be Charged: **(Required)** \_\_\_\_\_

Type of Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Company Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Delivery and Pickup of Parcels**

Delivery to MSC:      Date: \_\_\_\_\_      Approx. Time: \_\_\_\_\_

MSC Location: \_\_\_\_\_      # of Parcels: \_\_\_\_\_

Pick-up from MSC:      Date: \_\_\_\_\_      Approx. Time: \_\_\_\_\_

MSC Location: \_\_\_\_\_      # of Parcels: \_\_\_\_\_

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**Hernando Jerez, Owner**