



The UPS Store 498 S. Fifth Street St. Charles, MO. 63301 Phone: 636-940-0664 Fax: 636-940-0668

Outbound Shipping Services

The UPS Store Shipping Instructions (Outbound)

Name of Show: _____ Date Ending: _____

Location of Show: _____ Number of Boxes/Cargo _____ Booth # N/A _____

Company Name: _____ Approx Total Weight _____

Shipping Address: _____

CITY, STATE, and ZIP: _____

Point of Contact Phone Number _____

Type of Shipping Services: NDA _____ Second Day Air _____ Third Day Air _____ Ground _____

Insurance _____ (if shipping more than 1 box, write amt. on each individual box that you want it insured for).

The UPS Store Shipping Instructions (Outgoing)

Each exhibitor will be expected to label their containers and furnish us with shipping instructions. UPS Store staff will meet with the exhibitor during the show to discuss outgoing shipping arrangements. A service fee of \$65.00 will be charged for anyone that uses their own UPS Account (Must have their own waybills or labels printed from the internet.) Receipts will be faxed if a number is provided.

The UPS Store Will Provide the Following Services

We will be on site from 4-7pm to receive packages. All packages must be labeled with the ship to address and amt. of insurance for each box. Only one outbound shipping service form is needed per order unless shipping to more than one address. All boxes will be processed in the store on Monday. If shipping via air services please make a note on the box as well.

The UPS Store Limits of Liability and Responsibility

We will not be responsible for uncrated or improperly packed materials. Limit of liability is limited to UPS Shipping Pre-Paid Insurance.

CONTACT: _____ PHONE NUMBER: _____

COMPANY NAME: _____ FAX NUMBER: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

CREDIT CARD NUMBER: _____ EXP DATE: _____

PRINT: _____

SIGNATURE: _____