

The UPS Store

Omni Shoreham Hotel





The UPS Store

Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008
202.756.5438 tel
202.756.5057 fax
store6389@theupsstore.com email

Printing Services

The UPS store provides a full range of services to include:

- Digital printing
- Color & Black & White
- Variety of media weights & sizes
- Large format banners & posters
- Business cards & printing
- Foam core mounting
- Brochures
- Pamphlets & booklets
- 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
- Miscellaneous:
- Office supplies
- Stamps
- Faxing
- Scanning
- Shredding

Please contact us to discuss your printing requirements prior to your next event. By printing on-site, we can offer an affordable option; eliminate shipping and handling fees for the printed items.

For more information, please contact The UPS Store at (202)-756-5348 or by email at store6389@theupsstore.com.



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Shipping and Receiving



The UPS store provides a full range of services to include:

- Packaging
- Crating & palletizing
- Shipping: Domestic & International
- Exhibit Drayage
- Freight shipments (inbound and outbound)

The hours of operation:

<i>Omni Shoreham Hotel</i>	
Mon-Fri	7 am to 6 pm
Sat	10 am to 2 pm
Sun	By prior arrangement

Please address all packages as indicated below.

Omni Shoreham Hotel
Omni Shoreham Hotel C/O The UPS Store Recipient's Name Recipient's phone number 2500 Calvert Street, NW Washington, DC 20008 (202) 756-5348

In addition please include this information on the package:

EVENT NAME
EVENT DATE(S)

Due to limited storage space, we will not be able to accept shipments more than four (4) 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 at: (202) 756-5348 or store6389@theupstore.com.

Additional fees may apply for delivering shipments or packages outside of our normal business hours.

Arrangements must be made for package pick-up or return shipping within two (2) days after the event ends. Storage fees will apply for all packages held more than 2 business days.

All outgoing packages must be properly packed, 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 retail rates are charged along with the handling fees noted below. We can also arrange freight shipments of pallets, crates and other large items from your location to the Omni Shoreham Hotel before your event. Please contact us for a quote.

Guests may also use their own accounts and are responsible for preparing their own outbound carrier (e.g. UPS or FedEx) labels and may use the carrier of their choice. Daily pick-ups are scheduled for UPS and FedEx Express. Additional fees may apply for scheduling other carrier pick-ups (e.g. FedEx Ground, DHL, Couriers, freight companies, etc.)

Limited carrier waybills are available; guests should plan accordingly to provide their forms and supplies as necessary.

The UPS Store or the Omni Shoreham is not responsible for any abandoned materials and they will be discarded after three (3) business days.

The UPS Store cannot loan any material handling equipment. All equipment may only be used by our staff and prevailing labor rates and/or fees will apply accordingly.

The UPS Store charges the fees below for services. Guests staying with the hotel may have the fees billed to their room. Events or groups may have their fees billed to their master account. Other exhibitors or vendors should complete the attached form and return it by fax to (202)-756-5057 or by scanning and emailing the form to:store6389@theupsstore.com

OMNI SHOREHAM HOTEL
Parcel Handling Fees

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

Small Package (UPS/FedEx)

		<i>In/Out</i>		
Letter/Envelope/Padded Pak	\$5	\$5	Freight	In/Out \$250/\$250
1-10 lbs.	\$7	\$7	Pallet (Freight)	
10.1-21 lbs.	\$12	\$15	Crate	\$250/\$250
21.1-41 lbs.	\$25	\$25		
41.1-60 lbs.	\$40	\$45		
60.1-100 lbs.	\$70	\$70		
100.1+ lbs.	\$120	\$120		

Additional fees:

Storage:

1-4 days - \$0.00;

5-7 days - \$15/day

8+days - \$25/day

These fees apply per package or per pallet/crate per day

Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 foot square box) will be charged an additional \$25/day. The length and girth of a package is length plus (two times the height) plus (two times the width)

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.

Materials: Prevailing rates based on materials

Fees are subject to change

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Shipping and Handling Fee Form

Name: _____
Company: _____
Address: _____
Phone: _____ Email: _____

Please complete either section below and return to The UPS Store.

Please bill my room or the group master account _____ on file with The Omni Shoreham Hotel for any charges.

I authorize The UPS Store to post these charges to master account above with the Omni Shoreham Hotel.

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges if items are being shipped on The UPS Store account.

Signature: _____ Date: _____

Credit Card Information:

I understand that handling fees will apply for each item or pallet.

I understand that the handling fees are in addition to the normal shipping charges if items are being shipped on The UPS Store account.

I **authorize** The UPS Store to bill the credit card below for payment:

Card # _____ Exp: _____ Bill Zip Code _____
Signature: _____ Date: _____



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Copier Rentals

- The UPS Store provides rental copiers for your convenience to support your event, conference or meeting. A copier is located in the left side of the business center on the second floor. With prior arrangement, we will provide you with a code that you can use during your event. After your event we will take a copier reading and bill you for the copies used. During your event you will have 24 hour access to the copier. Please note multiple groups may have access at the same time. Each are metered and billed separately.
- Black and white copies
- Color Copies
- Print from PDF file with a thumb drive
- Duplex or two sided copies
- Stapled sets
- Pricing includes 20 lb. standard copy paper. Other paper is available at an additional cost upon prior request.
- Service is provided to clear maintenance within one business days. Please email store6389@theupsstore.com immediately if there are any issues.

Pricing

- \$25 set-up and billing fee; includes introduction and basic training
- \$0.15 per black and white copy
- \$0.45 per color copy
- Minimum billing of \$100 (including \$25 set-up fee)

Prices are subject to change without notice.



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Shredding Services

- The UPS Store provides shredding services either in our center for small volumes or contracts through Iron Mountain for large volume shredding. Iron Mountain is a national leader in secure and cost effective document destruction.
- Large volume shredding is shred by Iron Mountain
 - ✓ 65 gallon bin delivered to a meeting room or office and picked up when filled or at the conclusion of your event.
 - ✓ Material shred off-site within 2-3 business days
 - ✓ Certificate of shredding can be provided
 - ✓ Bin will hold about 5 boxes of regular paper
- Pricing:

In-center:	\$3 per lb.
Large 65 gal bin:	\$120 per bin
- Please contact us for additional requirements and any questions.