



We're here to help.

You can count on us for a wide variety products and services such as:

Printing & document finishing

- Full color/black & white
- Full-service color prints/copies
- Custom printing
- Binding, laminating, collating

Wide format printing

- Posters/Banners/Signs

Packaging, Shipping & Receiving

- Package acceptance
- Domestic
- Custom packing

USPS Services

Additional Services

- House account program
- Office supplies
- Packaging materials
- Computer time
- Scooter rentals
- Copier/Laptop/Fax

The UPS Store®



New Orleans Ernest N. Morial Convention Center - Lobby F

900 Convention Center Blvd

New Orleans, LA 70130

504.670.8941

store6216@theupsstore.com

theupsstore.com/6216

Available parking in front of store.

Hours:

Mon-Fri

7:00 AM - 4:00 PM

Sat

10:00 AM - 2:00 PM

Sun

Closed

**Available at participating locations. *Visit theupsstore.com/guarantee for full details. Visit theupsstore.com/shredding for full details.*

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The UPS Store

New Orleans Ernest N. Morial Convention Center
900 Convention Center Blvd. New Orleans, LA 70130

P: 504.670.8941 F: 504.670.8887 | STORE6216@THEUPSSTORE.COM

House Account Procedures

Whenever you or a member of your team come in to purchase products or services, we will charge the total to your Event's Master Account. Once the conference is complete, we will send a receipt for each transaction to our Financial Services Department for placement on the Event's Master Account.

Instructions:

An email must be sent to store6216@theupsstore.com requesting the opening of the Event's Master Account with The Business Center. The email must have the following information.

Customer Information

Event Name Business Address
Business Phone Number
Email Address
Primary Contact Customer Name
List of all Authorized Individuals

Authorized Individuals

Include in the email all persons that will be authorized to make purchases in The Business Center on behalf of your Event. (i.e. **No one will be able to charge on your Event's Master Account if their name has not been listed as an authorized purchaser.**)

Billing Information

At the end of your event, all signed receipts and statement of charges will be forwarded to our Financial Services Department to be placed on your Event's Master Account.

NOTE: All products and services (excluding shipping, postage, and office equipment rentals) will receive a 10% discount. The Event's Master Account procedures are valid only at The Business Center 6216 inside the New Orleans Ernest N. Morial Convention Center.

Term and Conditions

You acknowledge through email responsibility to pay an amount equal to the total of all purchases and charges on the Event's Master Account Statement, whether incurred by you or by an individual authorized by you.

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Incoming Shipment Form

The UPS Store will gladly receive packages on your behalf. Please complete this form and adhere to the shipping and pick up instructions detailed on this form.

The UPS Store is committed to providing an outstanding experience during your stay. All attendee and event packages being shipped to the store must follow the address label standards (illustrated below) to prevent package routing delays. We suggest you do not send packages early a.m. unless you previously work out arrangements with the UPS Store. Please call or email to arrange early a.m. deliveries. Additional fees apply. We ask that you please refrain from sending USPS deliveries as times are solely estimates and not guaranteed. It is your responsibility to track your shipment. We will contact you once your package(s) arrive. Receipts are available via email by request only.

Label must be addressed as below:

Hold For Guest: (Guest Name)
c/o The UPS Store #6216
(Company /Event Name)
900 Convention Center Blvd
Lobby F
New Orleans, LA 70130

Pick up Instructions

Packages must be picked directly from the UPS Store in the New Orleans Ernest N. Morial Convention Center. We are located inside of Lobby F of the Convention Center. We ask that you arrive with state issued identification for verification for pick-up.

Standard Hours of Operation:

Monday - Friday: 7am - 4 pm

Saturday: 10 am - 2pm

Sunday: Closed

Hours are based on Events. Contact store if additional hours are needed.

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Inbound and Outbound Receiving, Handling, and Storage Conditions

Includes receiving, securing, and storage of items for up to three (3) calendar days prior to package(s) being picked up. All packages are charged per package based on weight and size. Package(s) must be picked up directly from the UPS store. Due to union labor laws, we are not able to deliver your items to the event booths within any halls or rooms. Package(s) not picked up within three (3) calendar days will incur an additional storage fee per package per day based on original pricing specified.

Convention Center guests using their own shipper account numbers will be charged the handling fee detailed below.

UPS PARCEL INBOUND FEES		UPS PARCEL OUTBOUND FEES	
STANDARD PACKAGES		STANDARD PACKAGES	
LETTER/PACKS:	\$5	UPS LETTER/PACKS:	\$5
1-10 LBS	\$15	1-10 LBS	\$10
11-20 LBS	\$20	11-20 LBS	\$15
21-30 LBS	\$25	21-30 LBS	\$25
31-40 LBS	\$30	31-40 LBS	\$30
41-50 LBS	\$35	41-50 LBS	\$35
LARGE PACKAGES		51-60 LBS	\$40
51-60 LBS	\$40	LARGE PACKAGES	
61-75 LBS	\$60	61-75 LBS	\$45
76-100 LBS	\$75	76-100 LBS	\$55
101-150 LBS	\$100	101-150 LBS	\$75
ROLLING EXHIBIT CASES		ROLLING EXHIBIT CASES	
50-100 LBS	\$50	50-100 LBS	\$50
HEAVY SHIPMENTS (ROLLING CASES) OVER 101 LBS		Note: Above prices are per package	
101-Over	\$70		
Note: Above prices are per package			

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FedEx Outbound Handling Conditions

Convention Center guests using their own shipper account numbers will be charged the handling fee detailed below.

Fed-Ex packages will be accepted. A handling fee will apply as parcels will be delivered to the local facility. All packages must have proper Fed-Ex labels. We are not able to produce Fed-Ex labels.

FEDEX PARCEL OUTBOUND FEES	
STANDARD PACKAGES	
FEDEX LETTER PACKS	\$10
1-39 LBS AND/OR UNDER 20	\$30
FED EX LARGE PACKAGES	
40-69 LBS AND/OVER 20	\$60
ROLLING CASES	
FED EX 1-69 LBS	\$70
HEAVY SHIPMENTS (ROLLING CASES) 70-100 LBS	
FED EX 70-100 LBS	\$80
Note: Any shipment weighing over 100 lbs will incur an additional \$10 fee per 25lbs.	

THIS FORM MUST BE RECEIVED PRIOR TO DELIVERY IN ORDER TO AVOID ADDITIONAL FEES.

CONTACT INFORMATION	PACKAGE INFORMATION
COMPANY/ SENDER'S NAME:	NAME OF EVENT:
EMAIL ADDRESS:	NUMBER OF PACKAGES BEING SHIPPED:
RECIPIENT'S NAME:	ARRIVAL DATE:
	PICK UP DATE:
	AUTHORIZED RECIPIENT:

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover Cardholder Name _____ Card Number _____ Expiration Date _____
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I authorize the UPS Store #6216 to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that in the event my credit card is declined my shipment fees must be paid at pickup. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company. I understand giving false and/or inaccurate information may result in package not leaving and/or package abandonment.

SIGNATURE _____

DATE _____

PLEASE CONTACT US DIRECTLY WITH ANY QUESTIONS

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