



The UPS Store 6161™  
 Swissotel Chicago  
 323 E. Wacker Drive, Chicago, IL 60601  
 Phone (312)268-8290 Fax (312) 565-9447

## Package Handling Authorization Form

Recipient: \_\_\_\_\_ Sender: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Total # of Packages: \_\_\_\_\_  
 E-mail Address(Mandatory to receive tracking & receipt): \_\_\_\_\_  
 Exhibitor Name: \_\_\_\_\_ Group Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

**SHIPPING INFORMATION:** (Must be completed in full Only for packages needing to be processed. For pre-labeled packages, only recipient's name must be filled out in this section)

Already have UPS/FedEx labels FedEx Account #: \_\_\_\_\_  
 Need to be processed for shipping: **Sender's Name:** \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_

Shipping Speed:  Next Day Air (Circle 8:30AM, 10:30AM, 3:00PM Saturday if necessary)  2 Day Air  
 3 Day  Ground **Insurance Needed** (Select 'yes' if valued over \$100):  NO  YES\*

\* If yes, value amount/details of which package (s) need insurance **must be provided on the reverse of this form** along with total declared value.

**BILLING INFORMATION:** Must be completed for all packages: see reverse for details

**Credit Card for Inbound Package Fees:**

Credit Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Credit Card Type:      Visa              MC              Amex              Other  
 Billing Zip Code: \_\_\_\_\_

**Credit Card for Outbound Package and Shipping Fees (IF SAME, CHECK HERE)**

Credit Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Credit Card Type:      Visa              MC              Amex              Other  
 Billing Zip Code: \_\_\_\_\_

**Bill to Guest Room:**

Guest Room #: \_\_\_\_\_ Name on Room: \_\_\_\_\_

I authorize The UPS Store to charge my credit card/guest room for the package services described above upon the following business day:

**Cardholder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Additional insurance information from reverse (Please note, each box is insured individually. If shipping out multiple packages, please indicate what declared value amount should be assigned to each individual package):

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Please note that all incoming and outgoing shipments have handling fees applied per the list below.

Please reference the following instructions for completing the reverse of this form for outgoing shipments if necessary:

**Pre-labeled UPS/Fedex/Alternate Courier Packages:**

If you already have labels completed for outgoing shipments, please leave them with your packages and check ‘Already have UPS/Fedex labels’. We’ll be happy to tape up your materials and will ensure they’re properly processed and picked up in our soonest impending UPS, Fedex, or Alternate Courier pickup. Only handling charges per the weight of each item as listed below will be applied to the credit card or guest room provided. For FedEx pre-printed labels make sure the sender information has your company name and not the Swissotel as the sender.

**Packages That Need to be Processed/Have Labels Generated for Shipping:**

All shipments intended to ship via Next Day, 2-Day Air, 3 Day Select, or Ground will be processed via UPS and must be paid for by credit card or to guest room. Please fill out the entire form on the reverse side of this sheet, noting additional insurance information below. Tracking numbers and receipts will be e-mailed to any provided e-mail addresses, and both shipping charges and the handling fees listed below will be billed to the guest room or credit card provided.

<b>Inbound &amp; Outbound Charges</b>	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00
Pallets/Crates	\$400.00

Exhibitors,

Please reference the following instructions for return shipping of your exhibit materials:

### **SHIPPING VIA UPS**

#### **Ground/3-Day and 2-Day Shipping**

Must be paid for by credit card or billed to a guest room. Please fill out the entire form on the reverse side of this sheet. If billing to a guest room, no credit card information is needed; simply indicate "Billing to Room XXXX" in the credit card number space. Leave this form with your packages and they will be processed by The UPS Store. If you would like a copy of your tracking numbers, please include your e-mail address in the shipping information box.

#### **Next Day Shipping \*without\* an account number**

Please see 'Ground/3-Day and 2-Day shipping' above and follow the same instructions.

#### **Next Day Shipping \*with\* a UPS account number**

Waybill forms for UPS Next Day Air are available from The UPS Store on the Concourse Level. Please fill out one waybill per package that needs to be shipped with your address and account information. Take your copy of the waybill for tracking information and leave the rest of the form along with the completed reverse side of this form with the packages to be shipped. The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages and they will be processed by The UPS Store.

### **SHIPPING VIA FEDEX**

May only be done if you have a 9-digit Fedex account number. Standard Express Airbills (allowing selection of First Overnight, Priority Overnight, Standard Overnight, 2Day, and Express Saver) are available from The UPS Store on the Concourse Level and must accompany every box that needs to be shipped. **Pre-printed shipping labels must have your company name as the sender information; not the Swissotel as the sender.** The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages and they will be processed by The UPS Store.

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## Parcel Management

Please reference the following information regarding having materials shipped to and from Swissôtel Chicago.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company  
Conference/Group Name  
323 E Wacker Dr.  
Chicago, IL 60601

**Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:**

<b>Package Handling Fees</b>	
<b>Inbound and Outbound Charges</b>	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00
Pallets and Crates	\$400.00

Please fill out the attached authorization forms for payment of handling fees and to provide authorization for delivery of your packages.

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing within the hotel per request. Please visit The UPS Store Business Center on the Concourse Level to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions.

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