

# The UPS Store

Ernest N. Morial Convention Center

900 Convention Center Blvd. New Orleans, La 70130

P: 504.670.8941 F: 504.670.8887 | [UPSBUSINESSCENTER@MCCNO.COM](mailto:UPSBUSINESSCENTER@MCCNO.COM)

## Shipping Instructions

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 you with 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 that you **do not send packages early AM** unless you work out arrangements ahead of time 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 packages 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  
(Event Name)  
900 Convention Center Blvd  
Lobby F  
New Orleans, La 70130

### Pick up Instructions

Packages must be picked up directly from the UPS store Inside Morial Convention Center. To assist with packages a Cart can be provided on a first come first serve basis. Customers not returning carts to The UPS store will be assessed. Carts are the property of the UPS store.

### Standard Hours of operation:

Monday - Friday: 7am - 4 pm

Saturday: Closed

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

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

## FED EX INBOUND/OUTBOUND HANDLING CONDITIONS

Convention Center guests using their own third-party account numbers be advised a handling fee will apply as detailed below.

### FED EX PARCEL INBOUND/OUTBOUND FEES

As we have to physically deliver your Fed-ex parcels to a local facility there is a higher tier for any Fed-Ex shipment left with our location. All Fed-Ex shipments must already have a label generated.

### STANDARD PACKAGES:

FED EX LETTER /PACKS: \$10.00

FED EX STANDARD BOXES:  
1-39 LBS AND/OR UNDER 20 \$30.00

### LARGE PACKAGES

FED EX LARGE PACKAGES  
40-69 LBS AND/OR OVER 20 \$60.00

### ROLLING CASES

FED EX 1 - 69 LBS \$70.00

### HEAVY SHIPMENTS (ROLLING CASES & PARCELS) 70-100 LBS

FED EX 70-100 LBS \$80.00

Please 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**

COMPANY /  
SENDER'S NAME:

EMAIL ADDRESS:

RECIPIENT'S NAME:

**PACKAGE INFORMATION**

NAME OF  
EVENT:

NUMBER OF  
PACKAGES  
BEING  
SHIPPED:  
ARRIVAL  
DATE:

PICK UP  
DATE:  
AUTHORIZED  
RECIPIENT:

**For the privacy and safety of our Clients and Guests we will no longer require you to submit a payment prior to your packages arriving. Once your packages arrive we will notify you and Payment must be paid upon Pick-Up. Prohibited Items: All Electronic Cigarettes, Firearms, and Alcohol.**

I understand giving False and/or inaccurate information may result in package not leaving and/or package abandonment.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITH ANY QUESTIONS PLEASE CONTACT US DIRECTLY:

**THE UPS STORE 6216 New Orleans Ernest N. Morial Convention Center**

**900 CONVENTION CENTER BLVD, NEW ORLEANS, LA 70130 504.670.8941**

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