

The UPS Store™



Music City Center Vendor Package

We're Here to Help



Tel: 615.401.1495 | Fax: 615.401.1497
store6425@theupsstore.com
theupsstorelocal.com/6425

Printing Services

With a FULL TIME Print Manager AND graphic designer let us prove to you that we can make the difference between a successful event and one to be remembered. If it can be printed.... we can do it!

- **Digital B&W and Color Prints**
- **Posters, Banners, Signs**
- **Foam Core/Gator Board Mounting & Laminating**
- **Brouchures, Pamphlets, and Flyers**
- **Binding and Laminating**
- **Retractable Banners**
- **Business Cards**
- **Letterhead and Stationery**
- **Two Pocket Folders**

and much, much more...

All of our print products are competitively priced to give you value and convenience. Please contact us directly to discuss your printing options prior to your next event.

**615.401.1495
store6425@theupsstore.com**

By printing on-site, we can offer an incredible deal by eliminating shipping and handling fees!

Printing Services Con't

A copier is located in the lobby of the business center. With prior arrangements, we will provide you with a code that you can use during your event. During your event you will have 24 hour access to the copier.

Pricing:

- **\$50 Set-up fee; includes basic training**
- **15¢ B&W Copies**
- **45¢ Color Copies**
- **Minimum \$100 (including set-up fee)**

Private Printers Available

Need more printing? Easier Access? Arrangements can be made to have your own copier for use in your meeting or conference room. Consult the business center about arranging your own private copier.

Prevent lost, damaged, or late packages of printed materials by allowing The UPS Store to handle all of your printing needs. You take care of the conference, we'll take care of the printing. We're here to help and we mean it!

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)

Please address all packages as indicated below:

**Music City Center
C/O The UPS Store
Recipient's Name
Recipient's phone number
201 5th Avenue South
Nashville, TN 37203
Phone: 615.401.1495**

In addition, please include this information on the package:

EVENT NAME & EVENT DATE(S)

With our receiving services, we can have your packages delivered to your conference or meeting room before you arrive. Giving you more time to focus on your event.

Parcel Handling

The UPS Store Business Center is open the following hours to best serve your needs:

Hours of Operation:

M - F 9am - 5pm

Weekend and extended services available

If you are expecting more than 10 packages or any pallets, please coordinate your delivery with The UPS Store.

Additional fees may apply for shipments or deliveries outside of normal business hours.

The UPS Store can ship small packages or freight for any event. Current UPS rates are charged on top of any handling fee. Full service packing available as well. Pricing varies by item, size and value.

The UPS Store and The Music City Center are not responsible for any abandoned materials and they are discarded (3) three business days from scheduled pickup date.

Upon request, A UPS Shipping Station can be setup on the show room floor during move in and move out. This allows your exhibitors to have easy access to package receiving and shipping. Faster move in, faster move out.

Parcel Handling Fees: Separate fees apply for each direction of parcels (Inbound & Outbound).

Small Package (UPS/FedEx)

Letter/Envelope/Padded Pak \$5

1-10 lbs. \$7

11-20 lbs. \$15

21-40 lbs. \$25

41-60 lbs. \$45

61-80 lbs. \$70

81-100 lbs. \$100

101+ lbs. \$120

Freight

Sm. Rolling Crate (< 75 lbs.) \$75

Lg. Rolling Crate (> 75lbs.) \$150

Pallet (Freight) \$250

Plan ahead and be prepared. Shipping your items ahead of time allows you to focus more on your day to day commitments leading into your conference, meeting or convention.

Email: store6425@theupsstore.com | Website: www.theupsstorelocal.com/6425

Please complete information below and submit to The UPS Store.

Please provide poster size in INCHES. Width _____ X Height _____

Matte Paper _____ Gloss Paper _____ Polyester Vinyl _____

Permanent Adhesive White _____ Permanent Adhesive Clear _____

Glossy Laminated Foam Core _____ Matte Laminated Foam Core _____

White Foam Core (no laminate protectant) _____ Gatorboard Upon Request _____

File 1- Name _____ Quantity Needed _____

[illegible]

File 3- Name _____ Quantity Needed _____

Name/Company Name: _____	Quantity Ordered: _____
Contact Name: _____	Order Date: _____
Phone Number: _____	Pick-Up Date: _____
Email Address: _____	UPS Store Associate: _____

For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.

Please check one: ☐ American Express ☐ Discover ☐ Visa ☐ MasterCard

Account Number Expiration Date _____

Cardholder's Name

Cardholder's Billing Address

Address	State
---------	-------

City	Zip Code
------	----------

Cardholder's Signature _____

The UPS Store Music City Center

201 5th Avenue S | Nashville, TN 37203

Tel: 615.401.1495 | Fax: 615.401.1497

Store6425@theupsstore.com

Authorization for Credit Card Use

PLEASE PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.

All information will remain confidential

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card.
Amex 4 numbers on the front)

I authorize The UPS Store to charge the credit card provided for services rendered. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature: _____

Date: _____

Print Name: _____

Return the completed and signed form to the following:

Email: store6425@theupsstore.com

Fax: 615.401.1497

We Look Forward to Serving You!

As you begin planning your event, remember The UPS Store is here to serve you in any way we can. Our partnership with The Music City Center has given us the opportunity to assist you with every facet of your stay. Don't hesitate to let us know how we can help better your visit to Nashville.

We can print anything you'd possibly need and have it ready and awaiting your arrival. On time, in one piece, guaranteed to meet your expectation.

Send your packages ahead of time and we'll have it ready and waiting your instruction. Peace of mind goes a long way when planning a conference for several thousand people.

Use our expertise to ship everything to the next destination or back home.

**You're the best at what you do. We're the best at what we do.
Let us prove it to you. Call today for more information.**