

The UPS Store®

Hyatt Hill Country Resort and Spa

9800 Hyatt Resort Dr.
San Antonio, TX 78251
store5751@theupsstore.com
(210) 647-1234

Shipping Instructions:

- The Hyatt Hill Country Resort and Spa will only accept prepaid shipments. The hotel will refuse any shipments delivered COD. Due to space limitations, packages sent more than (5) days prior to the function may result in a \$25 per day storage fee.
- In order to expedite the delivery and return of packages, all boxes must be labeled with 1) The group name 2) Date of Program 3) Name of the On-Site Receiver. All items shipped to the hotel should be labeled as follow (if the information does not fit on the label please provide it on the outside of the package):

Attn: Guest Name
Company Name and Booth #
9800 Hyatt Resort Dr.
San Antonio, TX 78251
Name of Conference Dates of Conference
Box ____ of ____

- Each exhibitor will need to complete a “Shipper Authorization Form” and return it to the UPS Store before the arrival of their packages. Please email the completed form to: store5751@theupsstore.com.

Handling Fees:

- There will be both an incoming and outgoing handling fee for all shipments. Handling fees are based upon the weight of the parcel. Handling Fees may be applied to a master account (with authorized signer), guest room, or credit card. Please provide this information on the “Shipping Authorization Form”. If a payment method is not supplied, the handling fees will be applied to a guest room. The UPS Store does not accept any liability for equipment, goods, displays, or other materials, which arrive or fail to arrive at the hotel. The company is responsible for insuring its property for loss and/or damage. All items are subject to the following fees.

Cardboard Parcels

1-9 lbs	\$5.00	50-74 lbs	\$35.00
10-19 lbs	\$10.00	75-100 lbs	\$60.00
20-29 lbs	\$15.00	100 lbs +	\$90.00
30-49 lbs	\$20.00	Golf Clubs	\$15.00

Freight

Pallets	\$150.00
Crates < 150 lbs	\$150.00
Crates > 150 lbs	\$200.00
Cases < 150 lbs	\$150.00

Cases/ Display Boxes/Tube (Non-Freight)

1-49 lbs	\$30.00
50-100 lbs	\$60.00
100 lbs +	\$90.00

Labor Fee

\$60.00/hr or portion thereof
Any and all assistance with packages outside the initial delivery and/or pickup. Setup, breakdown, moving, etc.

- Arrangements for outgoing shipments can be made through the Business Center. Any outgoing boxes/parcels may be shipped via Federal Express or UPS. All shipping labels must be filled out completely. Guest may use their own FedEx, UPS, or other preferred carrier number; however they must supply their own prepaid label, waybill, or bill of lading. They may also ship their items via UPS through the Business Center.
- The UPS Store Business Center hours are Monday-Friday 8:00am-5:00pm. Advance arrangements must be made through the Catering Office for weekend delivers at least (7) days prior to delivery. Items not claimed within 30 days of the conference will be discarded or returned to sender; this applies to both incoming and out-going shipments.

The UPS Store™

Whatever you need in shipping, postal, document and business services, you'll find it conveniently around the corner at The UPS Store.

Packaging, Shipping & Receiving Services

- Full-Service Packaging
- UPS® Air & Ground
- Freight Shipments
- Package Receiving

Packaging & Moving Supplies

- Boxes, Bubble Cushioning, Tape

Mailbox & Postal Services

- Full-Service Mail & Package Receiving
- Mail Holding & Forwarding
- 24-Hour Mailbox Access*
- Postage Stamps
- Metered Mail

Copying, Finishing & Printing Services

- Black & White Copies
- Color Copies
- Full-Service Copying
- Binding, Laminating & Collating
- Custom Printing Services
- Business Cards, Stationery

Additional Products & Services*

- Fax Sending & Receiving
- Notary Services
- Office Supplies
- Computer Services
- Greeting Cards
- Passport Photos
- Money Orders/Transfers

*Available at participating locations.

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Hyatt Hill Country Resort

*9800 Hyatt Resort Drive
San Antonio, TX 78251*

Phone: 210-647-1234
Fax: 210-767-7982

store5751@theupsstore.com

Business Center Hours

**Monday- Friday 8am-3pm
Closed Saturday & Sunday**

The UPS Store centers are independently owned and operated by licensed franchisees of Mail Boxes Etc., Inc., an indirect subsidiary of United Parcel Service of America, Inc., a Delaware corporation. Services and hours of operation may vary by location.
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Services & Pricing Guide



For locations nearest you, visit
www.theupsstore.com

The UPS Store™

The UPS Store™

PACKAGING, SHIPPING & RECEIVING SERVICES / SUPPLIES

SHIPPING SERVICES

Domestic	UPS Next Day Air
	UPS 2nd Day Air
	UPS 3 Day Select
	UPS Ground
International	Letters, Packages
Other Carrier Services	USPS, FedEx, DHL
Corporate Accounts	Subject to Hotel Package Management Services

POSTAL SERVICES

Postage Stamps, Meter Mail, Priority Mail, Parcel Post

PACKAGING SERVICES

- Professionally trained staff
- Highest packaging standards
- Any size, value, shape or weight
- Crating & Palletizing

HOTEL PACKAGE MANAGEMENT SERVICES

Parcels & Overnight Letters (Incoming / Outgoing)

1 - 9 lbs.	\$5.00
10 - 19 lbs.	\$10.00
20 - 29 lbs.	\$15.00
30 - 49 lbs.	\$20.00
50 - 74 lbs.	\$35.00
75 - 100 lbs.	\$60.00
100+ lbs.	\$90.00

Crates (Incoming / Outgoing)

- Crates up to 149 lbs. \$150.00
- Crates from 150 lbs. \$200.00

Pallets (Shrink Wrapped & Self Contained)

- Pallets (delivered to meeting room) \$150.00

Display Cases (Incoming / Outgoing)

- Display box, posters, large tube \$30.00
- Display Case each \$60.00

*Labor Fee - \$60/hr or portion thereof / setup, etc.

Storage: First 5 calendar days are complimentary, each day after incurs a \$25/day storage fee.

DOCUMENT SERVICES

DIGITAL BLACK & WHITE COPIES

20 lb. bond white paper (8.5 x 11 or 8.5 x 14)

Quantity of Prints		
0 - 250	.15	
251 - 500	.14	
501 - 1,000	.13	
1,001 - 2,000	.12	
2,001+		Ask for a Quote

- 11 x 17 is double the 8.5 x 11 price
- Two-sided originals count as two copies
- Reduction / Enlargement .50/setting
- Editing Function 1.00/setting

DIGITAL COLOR COPIES

28 lb. bond white paper, single sided

Quantity of Prints	8.5 x 11	8.5 x 14	11 x 17
1 - 5	1.49	1.99	2.98
6 - 49	1.39	Ask for Quote	
50 - 99	1.09	Ask for Quote	
100 - 250	.99	Ask for Quote	
250+	Ask for Quote		
• Reduction / Enlargement		.50/setting	
• Editing Function		1.00/setting	

FINISHING SERVICES

Hand Collation	Ask for a Quote
Machine Stapling	.02/per staple
Cutting	.02/sheet/cut \$2.50 Setup
Folding	.02/fold \$5.00 Setup
Padding	Ask for a Quote

COMB & SPIRAL BINDING

8.5 X 11 Paper Only	<1"	\$2.50
8.5 X 11 Paper Only	>1"	\$3.25
Clear Cover & Black Backing		\$1.50

LAMINATING

Luggage Tag / Business Card	\$1.99
Letter 8.5 x 11	\$2.79
Legal 8.5 x 14	\$3.79
Tabloid 11 x 17	\$4.79

ALL PRICES ARE SUBJECT TO CHANGE

SPECIALTY PAPERS

Per sheet in addition to copy charge	8.5 x 11
Pastel	.06
Astrobright	.06
Resume	.15
32 lb. Gloss Text	.20
NCR (2-5 Part) per part B/W	.35
80 lb. Glossy Cover	.25
Transparencies	2.00

DIGITAL SERVICES

Digital Scanning (per file, 1 page)	\$2.00
Digital Scanning Additional Pages	.25
File Saved to Thumb Drive	\$5.00
File Saved to CD	\$5.00
Email (Send to Receiver)	\$5.00

GRAPHIC DESIGN & EDITING

Graphic Design per hour	\$120.00
File Editing per ¼ hour	\$ 20.00
Flyers, signs, letterhead, forms, etc.	Ask for a Quote

COMPUTER TIME RENTAL

Computer Use \$5.00 for 1st 10 min/ \$.49 each add .min

NOTARY SERVICES

Notary Signature	\$6.00
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FAX SERVICES

Incoming and Outgoing Domestic	\$2.00/pg.
Outgoing International*	\$7.50/pg.

*Most Destinations

PACKAGING SUPPLIES

Bubble Wrap	\$3.00/ft.
Packaging Peanuts	\$4.25/cu. ft.
Shrink Wrap	\$25.00/pallet
Packaging Tape	\$5.99/roll
Boxes	Various Sizes Available
Markers	\$2.99 each