

How to address your packages – Event Exhibitors

Your Name
Name of Company - Booth #
4525 Collins Ave
Miami Beach Fl 33140

For Example:

Chris Charles
Meder Consulting - Booth 14
4525 Collins Ave
Miami Beach Fl 33140

Please do not include the name of the **Eden Roc Hotel** or **The UPS Store**, all packages sent to the hotel's address will come to us directly regardless of the name. In addition, please do not include the name of the conference you are participating in on your **shipping label**, this will create confusion on whether the package belongs directly to the meeting planner staff. If you do not have a company or booth, just the name of the person picking it up + hotel's address is fine.

In order to further ensure accurate delivery of your packages, a **Package ID** label has been attached. If possible, we strongly recommend you fill the label out and attach the label to your packages as it will facilitate inventory and accurate delivery of parcels. For clarification, this is **not a shipping label**.

Shipping

Please ship your packages to arrive no earlier than 3 days prior to event as we have limited storage space and need a quick turnaround time on stored packages.

You are not required to ship in/out via **UPS**. However, we recommend that you use **UPS** for your outbound shipments as we can guarantee a same day pickup with **UPS** but cannot guarantee one for **FedEx** or other carriers. A **FedEx** pickup will need to be scheduled for any outgoing **FedEx** and your account may be required in order to schedule said pickup. We will be more than happy to generate labels for you at the **regular UPS retail rate**, you are also welcomed to use your own prepaid labels.

Handling Fees and Payments

**** There will be a handling fee per package received/shipped out**

For Sponsors/Exhibitors shipping in or out: We will need the attached **CC Authorization Form** completed and returned to us **prior to the start of the event**. This way we can have your

packages placed at your booth before your arrival, and you can leave your packages at your booth for us to pick up after the event concludes. Otherwise, you will need to visit our on-site office and make the delivery/pickup request and payment in person. Please note that we may not be immediately available to make your delivery due to other demands.

The fees **do not increase** per day and are as follows:

Letter & Packs \$ 7.00

1-3 Lbs.	\$ 7.00
4 - 5 Lbs.	\$ 10.00
6 - 20 Lbs.	\$ 15.00
21- 29Lbs.	\$ 27.00
30 – 37 Lbs.	\$ 30.00
38 - 40 Lbs.	\$ 35.00
41- 49 Lbs.	\$ 45.00
50 -60 Lbs.	\$ 48.00
61 – 70 Lbs.	\$ 55.00
71 - 80 Lbs.	\$ 62.00
81- 100 Lbs.	\$ 65.00
101 – 125 Lbs.	\$ 75.00
126 - 135 Lbs.	\$ 85.00
136 - 150 Lbs.	\$ 90.00
151 – 160 Lbs.	\$ 95.00
161 – 170 Lbs.	\$ 100.00
171 – 240 Lbs.	\$ 150.00
241 – 251 Lbs.	\$ 200.00
Pelican Cases	\$ 100.00
Suitcases	\$ 100.00
Crates (Standard Size.)	\$ 350.00
Pallets (Standard Size.)	\$ 450.00
Double Pallets	\$ 550.00

*Use of Forklift \$200.00