



The UPS Store Guide to *Ultimate Convenience*[™]

Save Time and Money in
Hosting Your Tampa Event

The UPS Store®

Print and Business Center ♦ JW Marriott Tampa Water Street



Conveniently located directly inside the JW Marriott Tampa Water Street Hotel, The UPS Store Print & Business Center is uniquely positioned to be your go-to resource to save time and money in both the planning and implementation of your upcoming event here in Tampa.

We can help with digital and offset printing and finishing; laminating and binding; event branding and printing for posters, signs and banners; graphic design; package and freight receiving, storage and delivery; package and freight shipping via your preferred carrier; packaging services and supplies; black and white and color copying; scanning; fax sending and receiving; office supplies; Notary Public; copier, fax and printer daily rentals and 24-hour computer rentals with Internet access.

The UPS Store is staffed Monday through Friday 7:00 am - 6:00 pm, Saturday 9:00 am - 3:00 pm and otherwise by appointment to accommodate special circumstances such as a print job or exhibitor move in or out.

This Meeting Planner Guide is designed to increase your awareness of what we offer, how we can help in the planning of your upcoming event, tips for ensuring a smooth implementation and any costs that may impact your budget.

We strongly encourage you to get in touch with us if you have any questions or would like to request assistance or a quote for a product or service.



Inside the JW Marriott Tampa Water Street Hotel

510 Water Street, Tampa, FL 33602
813-204-6372 ♦ manager@store6093.com

Design and Print Services

Experience Ultimate Convenience by purchasing your printed goods from The UPS Store Print & Business Center at the JW Marriott Tampa Water Street Hotel in advance of your event. You'll obtain top-quality graphic materials at competitive pricing and significantly reduce your logistics expenses by eliminating the need to ship your printed products to the hotel.



Event and meeting planners have found Ultimate Convenience by printing their meeting materials and signage with The UPS Store Print & Business Center located inside the JW Marriott Tampa Water Street Hotel. Why ship when you have at your disposal *onsite* experts with all the tools and expertise necessary to design and print your materials just as you pictured them; on time and on budget? Request a quote from us for programs, manuals, name badges, flyers, signs, posters, banners or anything else you can imagine related to your event. **And, all your printing can be charged to your group's Master Account.**

You can obtain a quote or order printing by either giving us a call at **813-204-6372** or emailing us at **print@store6093.com**.

Print Services for Attendees, Exhibitors and Guests

The UPS Store Print and Business Center inside the JW Marriott Tampa Water Street Hotel can also be a lifesaver for your affiliated groups, attendees, exhibitors and guests. Our in-house location makes it extremely convenient for them to order and pick up their print jobs, eliminating the need to either ship it in or chase all over town.

Your attendees can either walk in to the store or email files to **print@store6093.com** and we'll expertly complete their projects. Whether they need a Speaker Introduction, a PowerPoint presentation printed in color for 100 people, a scientific poster for an exhibit, color sales flyers or maybe a stack of business cards to hand out at a meeting that day, our knowledgeable staff will make it happen right away.

By highlighting our printing services in your event's promotional literature, you can enable your attendees to realize Ultimate Convenience and savings in producing their printed materials. Ask us how we can help.

Name Badges Can Be Easier

The UPS Store Print & Business Center can be your one-stop solution for Event Identity products; the printing of your name badges as well as lanyards, badge holders, credential cards and badge ribbons. Now you can enhance your attendee list accuracy and reduce your effort and shipping costs by simply sending a CSV file to us and we'll design, set up and print your event badges. Contact us for details.



Event Branding and Signage

We're Your Source for Signs, Posters, Banners, Graphics

Experience the Ultimate Convenience by having The UPS Store Print & Business Center produce large format graphics for your event. We offer on-time, on-budget service and save you time and money by printing your event signage onsite, eliminating the need to ship them in. Contact us for a quote.

Products and services include:

Large format digital graphics	Hanging Signs
Posters	Step and Repeat Backdrops
Banners	Cut-out Graphics
Directional Signs	Meter Board Signs
Clings and Decals	Graphic Design
Booth Graphics and Headers	And More...
Aisle Signs	

Banner Stands and Displays for Sale or Rent

In addition to printing banners, we offer a variety of retractable and pedestal – both single-face and double-face – banner stands for sale or rent. Yes, we [rent](#) banner stands; perfect for one-time use or eliminating the need to ship. Contact us for more information and rates.

Posters for Exhibitions

If a poster exhibition is part of your event, help your exhibitors experience Ultimate Convenience by making them aware that instead of having to finish their poster well in advance of the event, find a place to print it and then either ship it or carry it on the airplane, they can simply forward their digital file to The UPS Store Print & Business Center and we'll print and have it waiting for them upon their arrival in Tampa. Turnaround times depend on volume but we generally can complete print jobs within one business day provided the file is correctly formatted. Show your exhibitors the way by including a **Poster Printing Order Form** in your Exhibitor Application – or one can be requested by calling **813-204-6372** or emailing print@store6093.com.



Shipping to the JW Marriott Tampa Water Street Hotel



Experience Ultimate Convenience when shipping your materials to the JW Marriott Tampa Water Street Hotel. The UPS Store Print and Business Center expertly manages the receiving, processing and delivery of inbound packages and freight for your event in the hotel. You'll be delighted to find your materials right where you need them, right when you need them.

Delivery and Access

- You're welcome to ship your packages or palletized freight to the hotel via UPS, FedEx, FedEx Ground or any other common carrier you prefer.
- It's best to ship your packages or freight so they arrive at the hotel somewhere between one and three days prior to the event.
- The hotel's receiving hours are between 8:00 am and 3:00 pm daily, but can be extended with prior notice.
- The JW Marriott Tampa Water Street Hotel offers a loading dock located to the East of the main entrance to the hotel. This dock area has two bays with a truck-high dock (approximately 49") and is large enough to accommodate 53' semi-trailer trucks.
- For additional access into the hotel (for trucks lower than our dock height) there is a freight elevator adjacent to the loading dock that can be loaded at street level and services both the Dock and Ballroom levels within the hotel. The elevator (144" wide x 90" tall) can carry freight, including vehicles, of up to 15,000 lbs. A lift gate on the delivery truck may be necessary if you are to use this elevator or please contact us if you or your attendees or exhibitors will require a forklift to move oversized freight on or off trucks.
- Please advise us as far in advance as possible if you will be shipping in a significant volume of perishable items requiring refrigeration as we may need to arrange for additional chilled storage space. Additional Handling and Storage Fees will be assessed to refrigerated items.



Delivery Schedules

- Both UPS and FedEx Express deliver to the hotel up to two times each weekday morning, and once on Saturdays. Delivery times are approximately 8:00 - 8:30 am and 10:00 - 10:30 am.
- FedEx Ground delivers as necessary on weekdays and usually arrives between 11:00 am and 2:00 pm.
- The United States Postal Service deliveries occur Monday through Saturday anytime between 10:00 am and 6:00 pm.
- Other carriers and couriers, including DHL and Amazon, deliver to the hotel as needed with no set schedule.

Addressing Packages Being Shipped to the JW Marriott Tampa Water Street Hotel

Event-Related: To ensure all event-related packages and freight are properly received, processed and delivered within the hotel, please address all packages your organization, any affiliate organizations or vendors are shipping according to the following protocol:

Company/Organization
Attention: Your Onsite Representative **(No Hotel Staff, Please)**
c/o JW Marriott Tampa Water Street Hotel
510 Water Street
Tampa, FL 33602

Addressing packages to a hotel staff person such as an Event Manager and/or not having any indication on the package whom the actual recipient is may delay a package's delivery or result in the package being returned to sender.

Individuals: To ensure packages are correctly processed and delivered to any of your individual staff, attendees or guests within the hotel, we recommend addressing packages according to the following protocol:

Guest's Name
Guest's Phone Number
c/o JW Marriott Tampa Water Street Hotel
510 Water Street
Tampa, FL 33602

Exhibitors: There are several scenarios when it comes to Exhibitors, but the following addressing protocol should be used regardless whether packages are for events occurring in the hotel or the Tampa Convention Center.

Company/Organization Name
Attention: Attendee's Name **(No Hotel or Event Staff, Please)**
Event/Exhibition and, if available, Booth Number
c/o JW Marriott Tampa Water Street Hotel
510 Water Street
Tampa, FL 33602

Please note that all exhibitor packages or freight shipped directly to the hotel instead of to a drayage company's warehouse (if so instructed) will be processed by The UPS Store and the exhibitor will be charged our Processing and Handling Fees. These fees will be in addition to any amounts to be paid to other vendors, regardless of any instructions from the drayage company or to whom these packages are addressed. The Exhibitor will need to request their packages from The UPS Store. Please have your exhibit manager or drayage contractor contact us with any questions regarding late or direct shipping.

If your trade show or exhibit is in the hotel and you are not contracting with an Exhibit Company to handle Drayage, please inquire about how we can delight your exhibitors with our unique Exhibitor Drayage program.

Receiving Processing, Handling and Storage Fees

- Processing and Handling Fees apply to *all* incoming packages and freight. Please call us at **813-204-6372** or email **manager@store6093.com** to request our current Handling Fee Schedule. These handling fees are in addition to any shipping charges already paid and can be settled by cash, credit card or posting a charge to a guestroom or group master account. The fees cover receiving, processing, securing, storing and delivery to anywhere within the hotel you request.
- Processing and Handling Fees can be waived only if you, or others designated or employed by you or your organization, personally receive the incoming packages and/or freight and immediately move it directly from the vehicle it arrived in to its ultimate destination within the hotel using your own equipment and personnel.
- Packages may be stored for up to three business days in advance of your event and/or two business days after your event concludes at no additional charge. A daily Storage Fee equaling 10% of the Processing and Handling Fee may be assessed for any additional days of storage beyond those listed here depending on the concurrent demand for storage at the time surrounding your event.

Exhibitor Drayage

For trade shows or exhibitions within the JW Marriott Tampa Water Street Hotel that are not contracted with an exhibit decorating company for drayage, The UPS Store Print & Business Center offers Ultimate Convenience to exhibitors shipping materials and freight to and from the hotel.

For these events, our unique drayage program will significantly improve your exhibitors' load-in and load-out experience by having their displays and materials at the exhibit booth location upon their arrival for set up and facilitate outbound shipping at the conclusion of the event. It always delights them to find they don't have to drag all their bulky freight out of the exhibition hall, much less down the street.

The UPS Store will provide the following services for exhibitors under this program:

- Discounted Handling Fee Rates with a very low minimum
- Receive, register and store all incoming freight and packages
- Deliver exhibitor packages to their exhibit booth prior to setup time
- If necessary, store exhibitor containers for the duration of the exhibition
- Retrieve exhibitor packages *directly from their booth location* and, if necessary, expedite the outbound labeling process at the conclusion of the exhibition
- Secure, tape or wrap outbound packages and pallets
- Be present at exhibit setup and breakdown to resolve any unforeseen issues.



This program is based on the individual exhibitors paying assessed Drayage Fees (please contact us if Drayage Fees will be placed on the group master account) and can be implemented by simply asking your exhibiting companies/organizations to complete an **Exhibitor Material Handling Order** and either fax it to The UPS Store at **813-204-6373** or email it to us at exhibithandling@store6093.com ensuring we receive the form prior to the packages or freight.

The Exhibitor Material Handling Order can be obtained by calling us at **813-204-6372** or emailing a request to exhibithandling@store6093.com.

Addressing Packages and Freight

Please ensure that all packages and/or freight being shipped to the JW Marriott Tampa Water Street Hotel shows the following information on the shipping label, or, in some other prominent location on the package, crate or pallet:

Exhibiting Company/Organization Name
Attention: Attendee's Name (**No Hotel or Event Staff, Please**)
Event/Exhibition and, if available, Booth Number
c/o JW Marriott Tampa Water Street Hotel
510 Water Street
Tampa, FL 33602

Please have your exhibitors avoid addressing any items to the attention of the meeting planner or any of the Hotel's personnel. This will only delay delivery of their materials.

It will also be necessary to obtain a list of exhibitors and a map showing their booth/table location from you prior to load-in in order to facilitate delivery.

Applicable Fees

There will be a Drayage Fee assessed on each package. This will be a one-time charge covering both inbound and outbound handling and is assessed based on the weight of each individual incoming package, case, crate or pallet. Please call or email us to receive the current fee schedule.

Shipping From the JW Marriott Tampa Water Street Hotel

Experience Ultimate Convenience when shipping your packages from the JW Marriott Tampa Water Street Hotel regardless of its destination or your preferred carrier.

Our location provides Ultimate Convenience for you and your attendees, exhibitors and guests. Simply bring the items to be shipped to our store, which is located on the second floor of the hotel - just outside the Grand Ballroom Foyer at the top of the escalators. Or, with prior arrangements, we will pick up your packages from the ballroom, exhibit hall, meeting room, office or a guest room. We'll assist in a way that provides you the greatest convenience.

Not Just UPS

We accept all packages and freight for shipping whether you have your own shipping labels or we need to provide them. And, we accept packages and freight for *all* carriers including UPS, FedEx Express, FedEx Ground, UPS Freight, DHL and any common freight carrier you have arrangements with.

- If you or your attendees do not have a corporate shipping account, we will efficiently ship for you using UPS, UPS Freight, UPS International or DHL. Payment can be made by credit card or a charge to a room or master account.
- If you or your attendees wish to ship using a corporate shipping account with UPS, FedEx Express, FedEx Ground or any courier or other common freight carrier, please provide **preprinted** shipping labels or bills of lading and, in the event the shipment is to an international destination, commercial invoices.

Pickup Schedules

- UPS and FedEx Express pick up from the JW Marriott Tampa Water Street Hotel's loading dock each weekday at approximately 6:00 pm.
- UPS also will pickup by request on Saturdays by no later than 1:00 pm.
- FedEx Ground must be called (we make the call) and they pickup one business day after being called.
- DHL, UPS Freight and any other common freight carrier pick up by request. Some respond same day; others require a day or two before they arrive.

Processing and Handling Fees for Outbound Packages

Please be advised Process and Handling Fees apply to all outbound packages and freight. Please call us at **813-204-6372** or email a request to shipping@store6093.com to receive a current fee schedule. These handling fees are in addition to any shipping charges already, or to be, paid and can be settled by cash, credit card or placing a charge to a room or your group's master account. Handling fees cannot be charged to your shipping account.

This fee includes taping, forwarding packages to the Loading Dock, stacking and wrapping pallets, coordinating with the carrier and logging and forwarding tracking numbers to the shipper.



Office Equipment Rentals

The UPS Store Print & Business Center conveniently offers document processing technology for rent during your meeting or event here at the JW Marriott Tampa Water Street Hotel.

From multi-function copiers to table top printers, scanners, shredders, desktop or laptop computers and more, we offer the full range of document processing machines for rent so you can maximize your efficiency while onsite at the JW Marriott Tampa Water Street.



The advantages of renting from The UPS Store Print & Business Center:

- We're right here on site inside the JW Marriott Tampa Water Street, which facilitates a prompt response to any request or issues you may have.
- Though it would be more orderly with a few day's advanced notice, we can have equipment set up and operating for you with extremely short notice, subject to availability.
- We have additional equipment on site, so backup is extremely convenient and prompt.
- We can bill the rental to your hotel master account resulting in much more organized accounting for your event.
- We can include copy paper in the rental (at an additional charge) which would eliminate the need to either ship or purchase paper from an outside source.
- In partnership with PSAV the expertise to configure a network connection is available if you wish to use the equipment as a printer or scanner using multiple computers (For a wireless connection, you must purchase Internet access from the Hotel).
- Renting the equipment from us will automatically entitle you to discounts on any additional on-site copying and printing you may need during the duration of the rental.
- And, our rental prices are extremely competitive with generous daily copy allowances.

Contact The UPS Store Print & Business Center at 813-204-6372 or email us at manager@store6093.com to arrange for your equipment rental.

Products and Services List

For your Ultimate Convenience, we provide a long list of products and services that can simplify your planning process. Let us know how we can help.

Printing Products

- Flyers
- Brochures
- Presentations and Manuals
- Business Cards
- Postcards
- Posters
- Banners
- Signs
- Key Cards
- Direct Mail
- Name Badges
- Specialty Items
- Corporate Awards
- And More...

Printing Services

- Color and Black & White Printing and Copying
- Full Service Digital Printing
- Wide Format Printing
- Binding
- Laminating
- Stapling
- Collating
- Padding
- Folding
- Poster Mounting

Event Related

- Name Badges, Lanyards and Sleeves
- Branding and Identity Programs
- Office Products and Supplies

Shipping Services

- UPS Next Day Air® Early A.M.®
- UPS Next Day Air®
- UPS Next Day Air Saver®
- UPS 2nd Day Air A.M.®
- UPS 2nd Day Air®
- UPS 3 Day Select®
- UPS Ground
- UPS International
- FedEx Express®
- FedEx Ground®
- DHL Express®

Package Handling Services

- Package & Freight Receiving & Storage
- Exhibitor Drayage

Packing Services

- Custom Packaging
- Packaging Boxes and Supplies
- Electronics Packaging
- Pack & Ship Guarantee

Freight

- Ground Freight
- Air Freight
- International Freight

Mailing Services

- Metered Mail
- Priority Mail®
- Express Mail®
- Parcel Post®
- First Class Mail®
- Global Express

Business Solutions

- Fax Services
- Graphic Design
- Computer Rental
- Internet Access
- Scanning & Emailing
- Notary Services
- Cell Phone Chargers

Office Equipment Rentals

- Copiers
- Printers
- Table-top Multifunction Devices
- Scanners
- Shredders
- Computers

Printing and Finis

Packing

Shipping

Need help with your business?
You're in the right place.

- SHIPPING
- PACKING
- FREIGHT
- NOTARY
- FAXING
- MAILBOXES
- FLYERS
- BROCHURES
- PRESENTATIONS
- DIRECT MAIL
- BUSINESS CARDS
- POSTERS

The UPS Store



Print and Business Center • JW Marriott Tampa Water Street



JW MARRIOTT

TAMPA WATER STREET

510 Water Street, Tampa, FL 33602

813-204-6372

For general inquiries: manager@store6093.com

To send files for printing: print@store6093.com

For shipping inquiries: shipping@store6093.com

For drayage: exhibithandling@store6093.com