



The UPS Store™

Instructions

The UPS Store located in the Business Center in the Oasis Den here at the Westin Mission Hills Golf Resort and Spa provides a full range of services. Save on shipping, handling and the possibility of your items being damaged in transit, by having your marketing materials printed directly on site. All our print products are competitively priced. Please contact us directly to discuss your printing options prior to event.

- **Digital B&W and Color Prints**
- **Foam Board Posters, Banners, Signs**
- **Brochures, Pamphlets, and Flyers**
- **Binding and Laminating**
- **Retractable Banners**
- **24/7 self-service business center computers (fees apply)**
- **Complimentary black and white boarding pass printing**
- **Receiving, handling, storage of all packages/freight**
- **Shipping: Domestic & International**
- **Custom/fragile packing**
- **Crating & palletizing**
- **Call for marketing materials not listed above and any additional information**

You and your exhibitors can save by sending their packages directly to the resort.

Please share with your exhibitors all in/outbound packages are subject to resort parcel handling fees. The handling fees for in/outbound packages along with the proper way to have their packages labeled for delivery here at the resort are located on page 2. This will help insure the packages are delivered timely to their exhibit booth and avoid any delays.

****Any exhibitor not staying here on property will need to contact the store directly for information on having their packages sent here to the resort.**

Please address all packages as indicated below:

<p>The Westin Mission Hills C/O: Guest's Name Event Name & Booth # (if applicable) 71333 Dinah Shore Dr Rancho Mirage, CA 92270 (Please include phone number)</p>

For large deliveries of more than 10 packages or any pallets, please coordinate your delivery with The UPS Store. Please note that a parcel handling fee will be charged for all packages received and/or sent at The Westin Mission Hills Golf Resort & Spa for the service of the item(s) being received, inventoried, stored, and delivered within hotel property.

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

Parcels up to 150 Lbs.

Envelopes/ Letters	\$5.00
1 – 10 Lbs.	\$10.00
11 – 20 Lbs.	\$15.00
21 – 30 Lbs.	\$20.00
31 – 45 Lbs.	\$30.00
46 – 60 Lbs.	\$40.00
61- 100 Lbs.	\$80.00
101+	\$110.00

Crates, Pallets, Display Cases

Crates up to 149 Lbs	\$100.00
Crates from 150 Lbs.	\$150 - \$300.00
Display Box/Poster/Tube	\$30.00
Display Case each	\$50.00
Standard Pallet each	\$250.00
Pallet Build up/down	\$200.00
Labor Fees - \$60.00/hour for setup, etc.	

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

*Each inbound fee includes receiving, securing and storage for up to 3 business days prior to arrival. \$10.00 per day per package storage fee for days 3+

**Each outbound fee includes labeling, taping, securing package(s) for pickup, and ensuring prompt pickup by the appropriate carrier

The UPS Store can ship small packages or freight. Current UPS rates will be 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 Westin Mission Hills Golf Resort & Spa are not responsible for any abandoned materials and will be discarded three (3) business days from scheduled pickup date.

The UPS Store Business Center Hours**

Monday-Friday 8 a.m. – 6 p.m.

Saturday 10 a.m. – 3 p.m.

Sunday – Closed

Phone: (760)202-2076

E-Mail: store6981@theupsstore.com