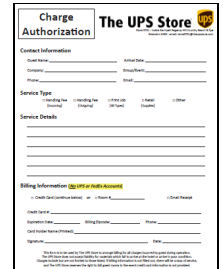


Outgoing Shipping Instructions

After your conference is over, if you need to ship your materials we will be happy to help you! Please use the following instructions to ensure your return shipping goes smoothly.

Do you already have labels?

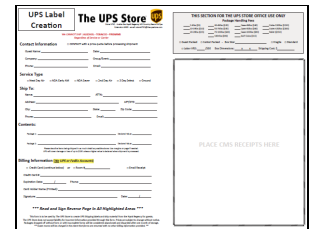
- Fill out the "Authorization Form - PreLabeled." We will process all packages, including FedEx Express and Ground shipments. This is the same form you may have filled out for your incoming packages to process your handling fees.
- The sections 'Contact Information,' and 'Billing Information' must be filled out. Leaving these blank may result in a delay in shipping your packages.



The image shows a 'Charge Authorization' form from The UPS Store. It includes sections for 'Contact Information' (Name, Address, City, State, Zip, Phone, Fax, Email), 'Service Type' (Shipping, Handling Fee, Insurance, etc.), and 'Billing Information' (UPS or other account, Billing Cycle, etc.).

Do you need labels made?

- Fill out our "AuthForm - Label" for each different address your packages will be sent to. If all packages are going to the same address, you only need to fill out one form. All labels generated with The UPS Store will be through UPS. We cannot generate labels for FedEx, USPS, or other carriers.
- The sections 'Contact Information,' 'Ship To,' 'Service Type,' 'Contents,' and 'Billing Information' must be filled out. On the reverse side of this form, please initial, print your name, and sign where indicated. This allows us to act as your shipping agent with UPS. All other sections are for The UPS Store office use as we process your package.
- Be sure to fill out the 'Contact Information' with your own information as you are the shipper on record.



The image shows a 'UPS Label Creation' form from The UPS Store. It includes sections for 'Ship To' (Name, Address, City, State, Zip, Phone, Fax, Email), 'Service Type' (Shipping, Handling Fee, Insurance, etc.), and 'Billing Information' (UPS or other account, Billing Cycle, etc.). There is a large box labeled 'PLACE THIS RECEIPT HERE'.

For Either Form

- When filling out your billing section, keep in mind we can not use UPS or FedEx account numbers. Charges for shipping and/or handling fees can be applied to either your guest room here at the Hyatt or to a credit card. Cash transactions are restricted to those made inside the Business Center during normal operating hours (8am-3pm, Monday-Friday).
- Do you need extra items packed, or maybe the box you used to ship your items here is now too damaged to use? **We can pack for you!** See a UPS Store associate to arrange packing service for an additional charge depending on the size and fragility of items packed. Everything packed with the UPS Store gives you the assurance of our Pack and Ship guarantee!

Getting Ready To Go

- Prepaid labels can be printed in the Business Center public computer kiosks (credit card use only, \$5 for the first ten minutes of use, \$0.15/page for black and white copies), or they can be emailed to our store email, store5751@theupsstore.com and we will print up to five for you for a single \$2 charge.
- Once your items are packed, pre-made labels are affixed if present, and your needed form is filled out, place all packages together at your table *with your form* to be picked up by a UPS Store associate. (If you do not have packing tape, we will tape your boxes for you.)
- All handling charges will be made on the next business day. If you need a receipt, you *must* check the box marked 'Email Receipt.' *Receipts are not automatically generated and sent only on request.*
- Questions? Contact us (210) 365-3456 or email store5751@theupsstore.com!

**The UPS Store cannot ship alcohol, firearms, or ammunition.
Certain hazardous materials may be otherwise restricted.**