

BUSINESS CENTER /SHIPPING & RECEIVING
THE UPS STORE

Hours of Operation: Weekdays from 7:00am – 8:00pm & Weekends from 8:00am – 4:00pm.
The UPS Store Telephone Number: 619-321-4201

For the Business Center:

- ❖ Complimentary Printing of Boarding Passes at the Business Center
- ❖ Full Service Printing, Poster/Banner Printing, Faxing and Notary.
- ❖ 24hr access to self-service copying, printing, faxing and computer usage.

For Shipping/Receiving:

- ❖ The UPS Store is responsible for receiving, securing, and dispatching all packages (UPS, FedEx, USMail, freight and courier services) addressed to guests of the hotel. Packages may be sent to the hotel up to three days prior to the arrival of a guest. Handling fees, both inbound and outbound, apply per package, according to weight. Retail Handling Rates are as follows:
 - ❖ Carrier Envelope - \$3.00
 - ❖ Pak/Padded Pak - \$6.00
 - ❖ 1-10lb Package - \$6.00
 - ❖ 11-21lb Package - \$12.00
 - ❖ 22-41lb Package - \$25.00
 - ❖ 42-60lb Package - \$50.00
 - ❖ 61-100lb Package - \$80.00
 - ❖ 101lb+ Package - \$120.00
 - ❖ Crate/Pallet (1) - \$275.00
 - ❖ Charged per each piece upon receiving or sending
 - ❖ Photo ID of the addressee is required to retrieve packages.
 - ❖ Below is the format for addressing all packages being shipped to the hotel for guests:

Hilton San Diego Bayfront
Attn: Erin Blackmon // Meeting Name: XXXX
Onsite Contact Name: XXXX, Arrival Date: XXXX
1 Park Boulevard
San Diego, CA 92101

- ❖ Guests may ship using their own FedEx or UPS account number and the forms are available in the business center. If they wish to ship using The UPS Store's account they can do that in person or may fill out an afterhours shipping authorization form to be processed the next business day, also available in the business center.
- ❖ All guests are responsible for payment of handling and shipping charges for their packages.