



The UPS Store 6100™
Hilton San Diego Bayfront
One Park Blvd, San Diego, CA 92101
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Operating Hours: Mon-Fri 7am-8pm, Sat-Sun 8am-4pm



Dear Meeting Planners,

Please reference the following information regarding having materials shipped to and from the Hilton San Diego Bayfront.

All packages and freight deliveries to the hotel are managed by The UPS Store, which acts as the Business Center and Package Services department for the hotel. To ensure proper processing, please address all materials intended for events as follows:

Hilton San Diego Bayfront
Attn: Client/Exhibitor Name and Name of Convention
One Park Blvd.
San Diego, CA 92101

We also ask that boxes be numbered "1 of 6", "2 of 6", "3 of 6", etc. This way we will know when incomplete shipments are received & can make you aware as soon as possible. Please also indicate on the outside of the box any content descriptors ('Name Badges', 'Binders', 'Registration Materials', Booth #, etc) that you would like us to note when entering the item into our package management system if you will be picking up materials at different times or having items delivered to multiple locations. Our system allows us to print an electronic manifest of items received detailing tracking and anything else you may need noted upon arrival.

Please note that all packages sent to and from the hotel will incur a handling charge based upon the weight of each item according to the list below:

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	\$3.00
Padded Pak	\$6.00
1-10 lbs	\$6.00
10.1-21 lbs	\$12.00
22-41 lbs	\$25.00
42-60 lbs	\$50.00
60.1-100 lbs	\$80.00
Over 100.1 lbs	\$120.00
*Crates & Pallets	\$275.00

***Freight in excess of 46"W x 67"D x 78"H require special handling and may incur additional charges.**

Charges are for receiving packages on your behalf from carriers, signing for them to accept liability, electronically inventorying them using carrier tracking numbers, and storing securely until picked up or delivered anywhere on hotel property.

Please contact Rick Scogin, The UPS Store Center Manager, at rscogin6200@theupsstore.com to make advanced arrangements for delivery or for assistance with additional print or business service needs.