

Convention and Meeting Services at  
 The UPS Store at The Huntington  
 Convention Center of Cleveland and  
 Global Center for Health Innovation!

Store is located on the first floor  
 Atrium of the Global Center

### INCOMING/OUTGOING PACKAGE HANDLING FEES (ALL CARRIERS)

Letter/Envelope	\$6.00/per PKG
1 - 10 lb	\$12.00/per PKG
10.1 - 20 lb	\$26.00/per PKG
20.1 - 40 lb	\$38.00/per PKG
40.1 - 60 lb	\$56.00/per PKG
60.1 - 100 lb	\$85.00/per PKG
100.1 - 150 lb	\$135.00/per PKG
We are unable to process pallets/ skids at this time	

\*Any outgoing shipments will be subject to both the handling fees and cost of shipping, unless a return shipping label is already provided.

*Please send us an email informing us of details of your package (your name, contact phone number, number of packages, estimated date of arrival, event name, when you will pick up, etc.) for avoiding any delays in processing. Packages can be picked up and dropped off at The UPS Store.*

#### How to address packages sent to The UPS Store:

The UPS Store  
 Attn: (CLIENT NAME, & EVENT)  
 7 ST CLAIR AVE  
 CLEVELAND, OH 44114

#### BEFORE YOU ARRIVE

Not all materials can be brought with you to every location. The UPS Store is here to help you make your visit easy and hassle-free!

We can print your banners, posters, flyers, etc. and have them ready for you by the time you arrive.

We can also print and bind professional looking presentations for you so you don't have to worry about traveling with them. Alternatively, you can ship them to our location ahead of time so you can pack and travel light!

#### DURING YOUR EVENT

We are here to help you with any last-minute printing of booklets, brochures, hand-outs, etc. to make your presentation/booth a hit!

#### AFTER YOUR EVENT

We also make packing and leaving convenient for you. We are your trusted partners for any custom Thank You cards, discreet shredding of sensitive documents, packing and shipping of anything you don't need to carry back with you.

**Let us be your one-stop-shop for  
 all your printing needs for your  
 convention/meeting in Cleveland**

**Our Info:**

P: 216.303.9360 / F: 216.303.9364  
 Email: [store6919@theupsstore.com](mailto:store6919@theupsstore.com)  
 M - F: 7:30a - 6:30p, Sat: 10a - 2p  
 Closed Sunday