



The UPS Store™

Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008
202-756-5348 - tel
202-756-5057 - fax
store6389@theupsstore.com – email

1. The UPS Store manages all arriving and departing packages from the Omni Shoreham Hotel.
2. All packages arriving or departing are charged a handling fee. The UPS Store staff will secure the package(s) upon arrival at the hotel and will deliver the package(s) upon the guest's arrival. For events or conferences, the packages are normally delivered to a conference room or other designated area by request of the event planner or organization sponsoring the event.
3. The fees are applied as such:

OMNI SHOREHAM HOTEL			
<u>Parcel Handling Fees</u>			
<i>Separate fees apply for each direction of parcels (Inbound & Outbound).</i>			
Small Package (UPS/FedEx)		Rolling Cases	
Letter/Envelope/Padded Pak	\$5	Sm. Rolling Crate (< 76 lbs.)	\$45
1-10 lbs.	\$7	Med. Rolling Crate (76-150 lbs.)	\$65
10.1-21 lbs.	\$12		
21.1-41 lbs.	\$25	Freight	
41.1-60 lbs.	\$40		
60.1-100 lbs.	\$70	Sm. Rolling Crate (< 76 lbs.)	\$60
100.1+ lbs.	\$120	Med. Rolling Crate (76-150 lbs.)	\$100
		Lg. Rolling Crate (>150 lbs.)	\$150
		Pallet (Freight)	\$250

4. For departing shipments, The UPS Store can ship out packages on our account or the guest can use their own account. The shipping fees are separate from the handling fees listed above.
5. Guests, groups and exhibitors may use their own UPS or FedEx accounts for return shipments. If using their own accounts they should prepare their own return labels. We can provide a limited supply of labels for both UPS and FedEx.
6. Please contact either Michael Phillips, owner at mphillips@shipdc.com or Kristin Bovell, manager, at kbovell@shipdc.com.