



## The UPS Store 5905

17 East Monroe St. Chicago, IL 60603  
Phone (312)917-1705 Fax (312) 917-1707  
[Store5905@theupsstore.com](mailto:Store5905@theupsstore.com)

Groups/Exhibitors,

Please reference the following information regarding having materials shipped to and from the Palmer House Hilton.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company  
Conference/Group Name  
17 E Monroe St  
Chicago, IL 60603

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

<b>Package Handling Fees</b>	
<b>Inbound and Outbound Charges</b>	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing per request. Please visit The UPS Store Business Center by the Wabash Street entrance to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions  
Operating Hours: Monday-Friday 6am-9pm & Saturday-Sunday 8am-4pm