

**The UPS Store #6425
Music City Center**

201 Fifth Avenue South
Nashville, TN 37203

6th Ave Entrance, Level 2

Phone: (615) 401-1495 • Fax: (615) 401-1497

Email: store6425@theupsstore.com

Website: www.theupsstorelocal.com/6425

Hours of Operation:

Mon-Fri 9 am to 5 pm*

Sat-Sun Closed*

**Weekend and later hours are available if needed.*



The UPS Store

PRINTING SERVICES

The UPS Store provides a full range of services to include:

Digital printing in Color or Black/White

Variety of media weights & sizes

Large format banners & posters

Business cards & printing

Foam core mounting

Brochures, Pamphlets, Newsletters & Booklets

Conference material & handouts

Imprinted items

Conference bags

Pads & NCR forms

Tickets

Table tents

Pocket folders

Finishing: Laminating, Spiral and Steel Back binding

Desktop design services

Miscellaneous: Office supplies, Stamps, Faxing, Scanning,
Shredding, Notary



Please contact us to discuss your printing requirements prior to your next event. By printing on-site, we can offer an affordable option; eliminate shipping and handling fees for the printed items.

SHIPPING AND RECEIVING

The UPS Store provides a full range of services to include:

Packaging

Crating & palletizing

Shipping: Domestic & International

Exhibit Drayage

Freight shipments (inbound and outbound)



Please address all packages as indicated below:

Music City Center

C/O The UPS Store

Recipient's Name

Recipient's phone number

201 Fifth Avenue South

Nashville, TN 37203

6th Ave Entrance, Level 2

Phone: (615) 401-1495

In addition please include this information on the package:

EVENT NAME

EVENT DATE(S)

COMPUTER AND COPIER RENTALS

The UPS Store provides a rental copier and computer stations for your convenience to support your event, conference or meeting. With prior arrangement, we will provide you with a code that you can use during your event. After your event we will take a copier reading and bill you for the copies used. During your event you will have 24 hour access to the copier and computers. Please note multiple groups may have access at the same time. Each are metered and billed separately.

- Black and white copies
- Color Copies
- Print from PDF file with a thumb drive
- Duplex or two sided copies
- Stapled sets
- Pricing includes 20 lb. standard copy paper. Other paper is available at an additional cost upon prior request.
- Service is provided to clear maintenance within one business days. Please email store6425@theupsstore.com immediately if there are any issues.



Pricing

- \$25 set-up and billing fee; includes introduction and basic training
- \$0.15 per black and white copy
- \$0.45 per color copy
- Minimum billing of \$100 (including \$25 set-up fee)

Prices are subject to change without notice.

SHREDDING SERVICES



The UPS Store provides shredding services either in our center for small volumes or contracts through Iron Mountain for large volume shredding. Iron Mountain is a national leader in secure and cost effective document destruction.

- Large volume shredding is shred by Iron Mountain
- 65 gallon bin delivered to a meeting room or office and picked up when filled or at the conclusion of your event.
- Material shred off-site within 2-3 business days
- Certificate of shredding can be provided
- Bin will hold about 5 boxes of regular paper

Pricing:

In-center: \$3 per lb.

Large 65 gal bin: \$120 per bin

Due to limited storage space, we will not be able to accept shipments more than four (4) business days prior to the start date of the event. Storage fees will apply for all items arriving early. If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting The UPS Store at: (615) 401-1495 or store6425@theupstore.com.

Additional fees may apply for delivering shipments or packages outside of our normal business hours.

Arrangements must be made for package pick-up or return shipping within two (2) days after the event ends. Storage fees will apply for all packages held more than 2 business days. All outgoing packages must be properly packed, labeled with shipping address, return address. Additional fees will apply if packaging is required to meet carrier packaging guidelines. The UPS Store can ship small packages and freight for any events, contractors or exhibitors at the conclusion of your event. Current UPS retail rates are charged along with the handling fees noted below. We can also arrange freight shipments of pallets, crates and other large items from your location to the Music City Center before your event. Please contact us for a quote. Guests may also use their own accounts and are responsible for preparing their own outbound carrier (e.g. UPS or FedEx) labels and may use the carrier of their choice. Daily pick-ups are scheduled for UPS and FedEx Express. Additional fees may apply for scheduling other carrier pick-ups (e.g. FedEx Ground, DHL, Couriers, freight companies, etc.)

Limited carrier waybills are available; guests should plan accordingly to provide their forms and supplies as necessary. The UPS Store or the Music City Center is not responsible for any abandoned materials and they will be discarded after three (3) business days from scheduled pickup date.

The UPS Store cannot loan any material handling equipment. All equipment may only be used by our staff and prevailing labor rates and/or fees will apply accordingly.

The UPS Store charges the fees below for services. Groups, exhibitors or vendors should complete the attached form and return it by fax to (615) 401-1495 or by scanning and emailing the form to: store6425@theupsstore.com.

MUSIC CITY CENTER

Parcel Handling Fees

Separate fees apply for each direction of parcels (Inbound & Outbound).

Small Package (UPS/FedEx)

Letter/Envelope/Padded Pak \$5

1-10 lbs. \$7

10.1-21 lbs. \$12

21.1-41 lbs. \$25

41.1-60 lbs. \$35

60.1-100 lbs. \$55

100.1+ lbs. \$120

Rolling Cases

Sm. Rolling Crate (< 76 lbs.) \$45

Med. Rolling Crate (76-150 lbs.) \$65

Freight

Sm. Rolling Crate (< 76 lbs.) \$60

Med. Rolling Crate (76-150 lbs.) \$100

Lg. Rolling Crate (>150 lbs.) \$150

Pallet (Freight) \$250

Additional fees:

Storage:

1-4 days - \$0.00

5-7 days - \$15/day

8+days - \$25/day

These fees apply per package or per pallet/crate per day. Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 foot square box) will be charged an additional \$25/day. The length and girth of a package is length plus (two times the height) plus (two times the width)

Labor rates: \$75 per hour per person

Label preparation: \$5 per label

After hour delivery or pick-up:

\$75 per hour per person;

3 hour minimum on Sundays.

Materials:

Prevailing rates based on materials.

Fees are subject to change.