



## 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

# The UPS Store™

Whatever you need in shipping, postal, document and business services, you'll find it conveniently around the corner at The UPS Store.

## Packaging, Shipping & Receiving Services

- Full-Service Packaging
- UPS® Air & Ground
- Freight Shipments
- Package Receiving

## Packaging & Moving Supplies

- Boxes, Bubble Cushioning, Tape

## Mailbox & Postal Services

- Full-Service Mail & Package Receiving
- Mail Holding & Forwarding
- 24-Hour Mailbox Access\*
- Postage Stamps
- Metered Mail

## Copying, Finishing & Printing Services

- Black & White Copies
- Color Copies
- Full-Service Copying
- Binding, Laminating & Collating
- Custom Printing Services
- Business Cards, Stationery

## Additional Products & Services\*

- Fax Sending & Receiving
- Notary Services
- Office Supplies
- Computer Services
- Greeting Cards
- Passport Photos
- Money Orders/Transfers

\*Available at participating locations.

**Store #5905**  
**Palmer House Hilton**  
**17 E. Monroe St**  
**Chicago, IL 60603**  
**312-917-1705 Tel**  
**312-917-1707 Fax**  
[store5905@theupsstore.com](mailto:store5905@theupsstore.com)

Store Hours:  
M-F 6AM-7PM  
S-S 8AM-4PM

**For packages sent to the hotel, please reference the name of the guest on the package.**

The UPS Store centers are independently owned and operated by licensed franchisees of Mail Boxes Etc., Inc., an indirect subsidiary of United Parcel Service of America, Inc., a Delaware corporation. Services and hours of operation may vary by location.  
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For locations nearest you, visit  
[www.theupsstore.com](http://www.theupsstore.com)

# Services & Pricing Guide



The UPS Store™

**Shipping Services**

**Domestic**

- UPS Next Day Air®
- UPS 2nd Day Air®
- UPS 3 Day Select<sup>SM</sup>
- UPS Ground

**International**

- Letters
- Packages

**Packaging Services**

- Professionally trained staff
- Highest packaging standards
- Any size, value, shape or weight

**Moving Supplies**

- Boxes
- Bubble cushioning
- Packing peanuts
- Tape
- Markers

<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
Pallets	\$300.00* *For Oversized Pallets there is a \$100 delivery charge

<b>Computer Usage</b>	
Computer Rental Time	\$6.95/15 minutes
Black and White Prints	\$0.50/page
Color Prints	\$3.00/page

<b>Black &amp; White Copies</b>	
<b>Full-service 20 lb bond white paper</b>	
8.5" X 11"	\$0.25
8.5" X 14"	\$0.50
11" X 17"	\$0.75

<b>Color Copies</b>	
<b>Full-service 28 lb bond white paper</b>	
8.5" X 11"	\$1.89
8.5" X 14"	\$4.00
11" X 17"	\$6.00

<b>Fax Services</b>	
Incoming 1st pg – 5 <sup>th</sup> pg	\$2.00/page
-each page after the 5th	\$1.00/page
Outgoing Domestic - 1 <sup>st</sup> page	\$6.00
-each page after the 1st	\$1.00/page
Outgoing International 1 <sup>st</sup> pg	\$10.00
-each page after the 1st	\$1.00/page

**Document Finishing Services**

- Collating \$6.95-8.95 per book
- Stapling \$3.95 – 8.5 x 11
- Binding \$4.95 – 8.5 x 14
- Laminating \$5.95 – 11 x 17

**Printing Services**

- Signs (24 Hour notice)
- Banners (24 Hour notice)

**Additional Products & Services\***

- Office supplies
- Notary services (by appointment)
- Computer services
- Computer rental
- Internet service

**Retail Shipping Supplies and Boxes**

\*Please see Associate for additional services



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Hotel Guests,

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: Guest Name (Hotel Guest) or Guest Name (Conference/Group Attendee)\*

The Palmer House Hilton

17 East Monroe St.

Chicago, IL 60603

\*If not staying in the hotel as a guest.

Confirmation and/or room number information is not necessary, but should be included if available. Packages for meeting attendees that are not registered guests of the hotel can also be received and stored - please indicate event name as well as recipient phone for the package arrival notification purposes.

**Please note that all packages received at and sent from the hotel will incur a handling fee based upon the weight of the package according to the list below:**

<b>Package Handling Fees</b>	
<b>Inbound and Outbound Charges</b>	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
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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
Pallets	\$300.00
Pallet Delivery	\$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 to retrieve packages and/or schedule package delivery. Please contact The UPS Store Business Center with any questions

Operating Hours: Monday-Friday 6am-7pm & Saturday-Sunday 8am-4pm



# AUDIOVISUAL SERVICES

# PALMERHOUSE

A HILTON HOTEL

At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

## POPULAR PACKAGES

### Ballroom Data Projection Package - \$2,526

- AV cable lot
- Ballroom LCD projector
- 4x1 scaling switcher
- Projection cart/stand
- 10' cradle screen or built-in screen

### Large Meeting Room Projector Package - \$1,550

- AV cable lot
- Large LCD projector
- Projection cart/stand
- 10' cradle screen or built-in screen

### Meeting Room Projector Package - \$860

- AV cable lot
- LCD projector
- Projection stand
- Tripod screen

### Meeting Room LCD Assurance Package - \$320

- AV cable lot
- 6' or 8' tripod screen
- Projection cart/stand
- LCD assurance program

### Post-it® Flip Chart Package - \$110

- Flip chart easel
- Post-it flip chart pad
- Markers

Package and equipment prices are per room and per day. Additional labor charges may apply.

Ask your PSAV representative about the different screen and scenic enhancements available.

## SMALL MEETING

- Laptop computer \$300
- Slide advancer/laser pointer \$82
- Black & white high speed printer \$280
- Color high speed printer \$570

## VIDEO

- 32" LCD monitor \$335
- 46" LCD monitor \$725
- Fast-Fold® screens
  - 6' x 10'5" \$400
  - 7'6" x 13'4" \$460
  - 9' x 16' \$495
  - 10'6" x 18'8" \$660

PSAV now offers HD Video Conferencing, web streaming, custom mobile event apps, and many other digital services. Please call for more details.

## STANDARD LABOR RATES\*

Technicians are available at the following rates on an 8 hour minimum. Rigging requires a minimum of two technicians. (All labor rates listed are per hour).

	Regular Hours	Overtime	Doubletime
Projectionist	\$99/hr	\$148.50/hr	\$198/hr
Stagehand	\$99/hr	\$148.50/hr	\$198/hr
Video Engineer	\$120/hr	\$180/hr	\$240/hr
Rigger	\$140/hr	\$210/hr	\$280/hr

### Operator Labor Hours

Mon—Friday 8a–5p	Regular Hours
Mon—Friday 5p–Mid	Overtime Hours
Mon—Sunday Mid–8a	Double Time Hours
Saturday 8a–5p	Overtime Hours
Saturday 5p–Mid	Double Time Hours
All Day Sunday	Double Time Hours
All Holidays	Double Time Hours

\*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

**To learn about our creative and production services, please contact your PSAV representative.**

■ office: 312.917.3462  
[venuepartners.psav.com/palmerhouse](http://venuepartners.psav.com/palmerhouse)

