

Printing locations near the New Orleans Convention Center

FedEx Office Print & Ship Center

901 Convention Center Blvd

Suite 100

New Orleans, Louisiana 70130

Located across the street from the New Orleans Convention Center

[GET DIRECTIONS](#)

Store hours

Day of the Week	Hours
Friday	9:00 AM - 6:00 PM
Saturday	10:00 AM - 4:00 PM
Sunday	Closed
Monday	9:00 AM - 6:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM

Poster Printing Options: <https://www.office.fedex.com/default/hub/poster-types>

- Custom poster prints are available in five sizes with laminating and mounting options.
- Select from a variety of sizes and finishes to match your needs.
- Upload your finished artwork or design online.
- Cost: \$35.00-\$69.00 (*estimate based on artwork*)
- Estimated production/pick up time: 24-hours
- **Note IADR Poster print dimensions should not EXCEED 30” wide x 54” long and should be printed in “VERTICAL” Orientation.**

The UPS Store (Located inside the Convention Center)

New Orleans Ernest N. Morial Convention Center – Lobby F

900 Convention Center Blvd

New Orleans, LA 70130

504.670.8941

Email: store6216@theupsstore.com

Website: <https://locations.theupsstore.com/la/new-orleans/900-convention-center-blvd>

Hours of Operation

Friday	7:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed
Monday	7:00 AM - 4:00 PM
Tuesday	7:00 AM - 4:00 PM
Wednesday	7:00 AM - 4:00 PM
Thursday	7:00 AM - 4:00 PM

The UPS Store Print Shop can produce custom posters and vinyl banners to be

displayed as posters. These durable yet lightweight banners come with full-color printing. Select from a variety of sizes and hanging finishes to match your needs. Upload your finished artwork or design online.

- You can complete and submit your form along with a PDF file of the poster to be printed.
- Be sure to proof read & make all corrections before submitting your file.
- The UPS Store will not be held accountable for any mistakes once your file has been printed.
- Once the file has been received, UPS Store will quote your cost.
- Payment is required at the time of pick up.
- Once quoted cost is confirmed, UPS Store will proceed with the printing process of your request as well as send you a confirmation of your print being ready for pick up.
- If there are any further questions. Please feel free to contact UPS Store at any time. Contact: Tasure C. Green **Email: store6216@theupsstore.com**

**The UPS Store 6216
New Orleans Ernest N. Morial Convention Center
900 Convention Center Boulevard
Lobby F
New Orleans, Louisiana 70130
Phone: (504)670-8941
Email: store6216@theupsstore.com**

To Upload or Design your poster online:

- Click here:
<https://store6216.upsstoreprintshop.com/DSF/SmartStore.aspx#!/CategoryHome/24>
- Select Print, and select "Banners"
- Select preferred banner style.
- Upload custom images or design online.
- IADR poster dimensions should not exceed 30" wide by 54" long
- Cost: \$9.50 per square feet (\$50.00 - \$100.00 contingent on size/design)
- Turnaround Time is Next Business Day (*cut off time to place order is 10:00 am daily*).
- User must create an account to start and upload pre-designed artwork to site
- Shipping Time is not included in Turnaround Time.



We're here to help.

You can count on us for a wide variety products and services such as:

Printing & document finishing

- Full color/black & white
- Full-service color prints/copies
- Custom printing
- Binding, laminating, collating

Wide format printing

- Posters/Banners/Signs

Packaging, Shipping & Receiving

- Package acceptance
- Domestic
- Custom packing

USPS Services

Additional Services

- House account program
- Office supplies
- Packaging materials
- Computer time
- Scooter rentals
- Copier/Laptop/Fax

The UPS Store®



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theupsstore.com/6216

Available parking in front of store.

Hours:

Mon-Fri

7:00 AM - 4:00 PM

Sat

10:00 AM - 2:00 PM

Sun

Closed

**Available at participating locations. *Visit theupsstore.com/guarantee for full details. Visit theupsstore.com/shredding for full details.*

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New Orleans Ernest N. Morial
 Convention Center
 Located in Lobby 'F'
 New Orleans, Louisiana 70130
 Phone: (504) 670-8941
 Fax: (504) 670-8887
 Email: store6216@theupsstore.com

Poster/Banner Order Form

Please Complete Information Below and Submit to The UPS Store.

Step 1 - Paper Type*		\$9.50/Sq Ft.
<input type="checkbox"/>	Premium Glossy Papy (Non-Monted)	<input type="checkbox"/> Glossy Adhesive Photo Paper (Mount)

Step 2 - Do you want your Poster Mounted? If so, choose Board Type.*		\$20
<input type="checkbox"/>	White PVC (1/8" Thick)	<input type="checkbox"/> White Foam Board (3/16" Thick)
<input type="checkbox"/>	Black PVC (1/8" Thick)	

Step 3 - What size do you want your Poster/Banner?	
* Please provide poster size in <u>inches</u> .	54" Length X 30" Width

Name/Company Name:	Quantity Ordered:
Contact Name:	Ordered Date:
Phone Number:	Pick-Up Date:
Email Address:	UPS Store Associate:

SUBTOTAL	\$	Grand Total	
Tax (Add 10% to Subtotal)	\$		\$

***Orders placed with 7 business days of Pick-Up Date, will receive 5% Discount.**

Please contact UPS Store for payment options. Payment must be received before printing.
 Email: store6216@theupsstore.com

Signature	
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The UPS Store

New Orleans Ernest N. Morial Convention Center
900 Convention Center Blvd. New Orleans, LA 70130

P: 504.670.8941 F: 504.670.8887 | STORE6216@THEUPSSTORE.COM

Incoming Shipment Form

The UPS Store will gladly receive packages on your behalf. Please complete this form and adhere to the shipping and pick up instructions detailed on this form.

The UPS Store is committed to providing an outstanding experience during your stay. All attendee and event packages being shipped to the store must follow the address label standards (illustrated below) to prevent package routing delays. We suggest you do not send packages early a.m. unless you previously work out arrangements with the UPS Store. Please call or email to arrange early a.m. deliveries. Additional fees apply. We ask that you please refrain from sending USPS deliveries as times are solely estimates and not guaranteed. It is your responsibility to track your shipment. We will contact you once your package(s) arrive. Receipts are available via email by request only.

Label must be addressed as below:

Hold For Guest: (Guest Name)
c/o The UPS Store #6216
(Company /Event Name)
900 Convention Center Blvd
Lobby F
New Orleans, LA 70130

Pick up Instructions

Packages must be picked directly from the UPS Store in the New Orleans Ernest N. Morial Convention Center. We are located inside of Lobby F of the Convention Center. We ask that you arrive with state issued identification for verification for pick-up.

Standard Hours of Operation:

Monday - Friday: 7am - 4 pm

Saturday: 10 am - 2pm

Sunday: Closed

Hours are based on Events. Contact store if additional hours are needed.

The UPS Store

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Inbound and Outbound Receiving, Handling, and Storage Conditions

Includes receiving, securing, and storage of items for up to three (3) calendar days prior to package(s) being picked up. All packages are charged per package based on weight and size. Package(s) must be picked up directly from the UPS store. Due to union labor laws, we are not able to deliver your items to the event booths within any halls or rooms. Package(s) not picked up within three (3) calendar days will incur an additional storage fee per package per day based on original pricing specified.

Convention Center guests using their own shipper account numbers will be charged the handling fee detailed below.

UPS PARCEL INBOUND FEES		UPS PARCEL OUTBOUND FEES	
STANDARD PACKAGES		STANDARD PACKAGES	
LETTER/PACKS:	\$5	UPS LETTER/PACKS:	\$5
1-10 LBS	\$15	1-10 LBS	\$10
11-20 LBS	\$20	11-20 LBS	\$15
21-30 LBS	\$25	21-30 LBS	\$25
31-40 LBS	\$30	31-40 LBS	\$30
41-50 LBS	\$35	41-50 LBS	\$35
LARGE PACKAGES		51-60 LBS	\$40
51-60 LBS	\$40	LARGE PACKAGES	
61-75 LBS	\$60	61-75 LBS	\$45
76-100 LBS	\$75	76-100 LBS	\$55
101-150 LBS	\$100	101-150 LBS	\$75
ROLLING EXHIBIT CASES		ROLLING EXHIBIT CASES	
50-100 LBS	\$50	50-100 LBS	\$50
HEAVY SHIPMENTS (ROLLING CASES) OVER 101 LBS		Note: Above prices are per package	
101-Over	\$70		
Note: Above prices are per package			

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FedEx Outbound Handling Conditions

Convention Center guests using their own shipper account numbers will be charged the handling fee detailed below.

Fed-Ex packages will be accepted. A handling fee will apply as parcels will be delivered to the local facility. All packages must have proper Fed-Ex labels. We are not able to produce Fed-Ex labels.

FEDEX PARCEL OUTBOUND FEES	
STANDARD PACKAGES	
FEDEX LETTER PACKS	\$10
1-39 LBS AND/OR UNDER 20	\$30
FED EX LARGE PACKAGES	
40-69 LBS AND/OVER 20	\$60
ROLLING CASES	
FED EX 1-69 LBS	\$70
HEAVY SHIPMENTS (ROLLING CASES) 70-100 LBS	
FED EX 70-100 LBS	\$80
Note: Any shipment weighing over 100 lbs will incur an additional \$10 fee per 25lbs.	

THIS FORM MUST BE RECEIVED PRIOR TO DELIVERY IN ORDER TO AVOID ADDITIONAL FEES.

CONTACT INFORMATION	PACKAGE INFORMATION
COMPANY/ SENDER'S NAME:	NAME OF EVENT:
EMAIL ADDRESS:	NUMBER OF PACKAGES BEING SHIPPED:
RECIPIENT'S NAME:	ARRIVAL DATE:
	PICK UP DATE:
	AUTHORIZED RECIPIENT:

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover Cardholder Name _____ Card Number _____ Expiration Date _____
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I authorize the UPS Store #6216 to charge the credit card indicated in this authorization form according to the terms outlined above. I understand that in the event my credit card is declined my shipment fees must be paid at pickup. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company. I understand giving false and/or inaccurate information may result in package not leaving and/or package abandonment.

SIGNATURE _____

DATE _____

PLEASE CONTACT US DIRECTLY WITH ANY QUESTIONS

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