



CHARM CITY

PACKAGING & SHIPPING SERVICES

Charm City Packaging and Shipping Services
1 W. Pratt St, Suite 200 Baltimore, MD 21201
Phone: 410-396-7498, 410-396-7496
Email: CharmCityPASS@baltimorecity.gov

Charm City PASS welcomes you! Conveniently located in the Baltimore Convention Center, our team is available to support you with last minute needs.

FAXING, RETAIL

- We provide both domestic and international faxing capabilities.
 - We offer the most requested office supplies for sale for customer convenience.
 - We are staffed with authorized personnel to handle all shipping needs.
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SHIPPING AND RECEIVING

We can receive your shipments and store and deliver your packages for your event. We also ship out your packages after your event is completed via FedEx, UPS and Carrier Service.

- Packages
- Boxes
- Booths
- Banners
- Retail
- Pallets

HOW PACKAGES SHOULD BE ADDRESSED:
CHARM CITY PASS
EVENT NAME, BOOTH #/ ROOM#, CUSTOMER NAME
1 W. Pratt St, Suite 200 Baltimore, MD 21201



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Hours of Operation:

Mon-Fri 9 am to 5 pm*

When the building is open to attendees

Sat-Sun Closed*

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

SHIPPING AND RECEIVING

Charm City PASS provides a full range of services to include:

- Packaging
- Shipping: Domestic & International
- Freight shipments (inbound and outbound)

COPIER SERVICES

Charm City PASS provides a self-service copier for your convenience to support your event, conference or meeting. During your event you will have 24-hour access to the copier. 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

- Minimum 100 copies requires \$10 handling fee for special request (drop off or emailed request)

Prices are subject to change without notice.

- Black & white, white paper (legal or letter) . \$.20
- Black & white, white paper (11 x 17) \$.60
- Black & white, colored paper (letter or legal)\$.50
- Black & white, colored paper (11x17) \$.60
- Colored copies (letter or legal) \$1.00
- Colored copies (11x 17) \$2.00

If you are expecting more than 10 packages or any pallets, please coordinate your desired delivery time prior to your arrival by contacting Charm City PASS at: 410-396-7498 or CharmCityPASS@baltimorecity.gov.

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. Charm City PASS 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. Please contact us for a quote. 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. Charm City PASS is not responsible for any abandoned materials and they will be discarded after three (3) business days from scheduled pickup date.

Charm City PASS 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.

Charm City PASS charges the fees below for services. Groups, exhibitors or vendors should complete the attached form and return it by fax or by scanning and emailing the form to: CharmCityPASS@baltimorecity.gov.

Parcel Handling Fees

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

Small Package (UPS/FedEx)

Letter/Envelope/Padded Pak \$5
1-41 lbs. \$25
41.1-60 lbs. \$35
60.1-100 lbs. \$55
100.1+ lbs. \$120
Boxes \$35

Rolling Cases

Sm. Rolling Crate (< 76 lbs.) \$45
Med. Rolling Crate (76-150 lbs.) \$65

Additional fees:

Storage:

1-2 days - \$0.00
3-7 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:

\$100 per hour per person;
3 hour minimum on Sundays.

Materials:

Prevailing rates based on materials.

Fees are subject to change.

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