

BUSINESS CENTER

INSIDE THE M RESORT AND CASINO

The UPS Store



WE ARE HERE TO ASSIST YOU WITH YOUR UPCOMING MEETING

PRINT SERVICES

DIGITAL PRINT SERVICES: Flyers, Post Cards, Business Cards, Lamination, NCR forms & more.

FINISHING SERVICES: Binding, lamination, booklets, 3 ring binders, coil binding & more.

WIDE FORMAT PRINTING: Posters, stands, pop up displays, banners, floor graphics, wraps, window signs & installation services.

GRAPHIC DESIGN: Design services are available prior to your arrival or for any last minute changes.

FOR QUOTES OR SERVICES, PLEASE CALL 702-797-1930

INBOUND AND OUTBOUND PACKAGES AND EXHIBIT MATERIALS

We recommend sending inbound parcels and exhibit booths at least five days in advance. However, we can hold packages for up to 30 days, for your convenience. Please call or email The UPS Store prior to set up to check on whether all of your materials have arrived.

For handling fee pricing on Inbound and Outbound parcels, please see our Pricing Guide.

INBOUND PROCEDURES:

To ensure your parcels are received prior to the show, please follow these inbound parcel procedures:

1. Print out the "Advance Shipment Sticker" for all inbound parcels.
2. Fill out the sticker completely and attach one sticker to each package, pallet or booth shipped to the M Resort.
3. Please make sure your "Ship To" information on your Advance Shipment Sticker is addressed the same way as your carrier shipping label.
4. To avoid any confusion, please DO NOT send materials to the attention of the event planner.
5. Address all parcels with your name, your company name & the name of the event.
6. We accept ALL carrier freight and small packages; i.e., UPS, DHL, Fed Ex, USPS, and LTL carriers (when shipping in LTL freight, please contact us for dock receiving hours).
7. Please keep a record of your tracking numbers. Call The UPS Store three days in advance to confirm we have received your parcels.

INBOUND PARCEL PROCEDURES

- For pre-payment of Inbound Handling Fees and Delivery Services, please complete the Credit Card Authorization Form.
- Scan and email the form to our store at store6530@theupsstore.com. Once we have received the Credit Card Authorization Form, we will move your packages and pallets to your booth.
- Please call to confirm that we have your Credit Card Authorization Form on file.

If you do not have pre-payment information on file, please visit our store to pick up your parcels and/or we can deliver them once payment is received. There may be a wait time depending on the amount of exhibitor deliveries in progress, so expediting of Credit Card Authorization Form is recommended to ensure on time delivery.



OUTBOUND PARCEL PROCEDURES

Please pick up Outbound Shipment Stickers for your exhibit parcels or freight at The UPS Store & have your carrier shipping labels prepared.

SMALL PACKAGES: If you have pre-paid with a credit card form:

- Affix one of Outbound Shipment Sticker to each of your parcels
- Please attach your own carrier shipping label.
- Please visit The UPS Store if you need carrier shipping labels.
- Parcels are to remain at the booth & will be picked up from event room by our associates.

We DO NOT have access to personal or company UPS accounts.

PALLETS AND FREIGHT: If you have pre-paid with a credit card form

- Please contact The UPS Store and an associate will bring empty pallets to your booth.
- Please make sure that The UPS Store has the appropriate Bill of Lading for your pallet.
- You are required to schedule a pick-up with your LTL carrier.
- Freight will be picked up from event room by our associates.

OUTBOUND PROCEDURES WITHOUT PRE-PAYMENT

*Please bring your parcels to The UPS Store for processing & shipping via UPS.
Applicable handling fees will also apply.*

ABANDONED MATERIALS:

Follow all the procedures for outbound parcels and freight. There are nominal fees on all parcels. Parcels left on the floor will be considered abandoned if the fees have not been paid.

ADDITIONAL INFORMATION REQUIRED:

If you have any questions please contact The UPS Store at 702-797-1930.
Our job is to ensure that delivery and shipment of your materials is as seamless as possible.

EXHIBITOR SHIPMENT



FROM:

Event Name: _____

Company Name: _____

Contact Name: _____

Contact Phone # _____

PIECE OF

BOOTH# (IF KNOWN) _____

TO:

THE UPS STORE

INSIDE THE M RESORT

ATTN: (COMPANY NAME) _____

12300 South Las Vegas Blvd.

Henderson, NV 89044

Call The UPS Business Center 3 Business Days

Prior to Event to Confirm Receipt of Parcels

702.797.1930

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CREDIT CARD AUTHORIZATION

Please note that the billing entity is "The UPS Store #6530" which is the name that will be reflected on your credit card bill.

Payment is for inbound material handling only. Other exhibitor services, including printing, signage and installation, banners and stands, may be purchased in advance through the UPS Store Business Center.

Contact info for the UPS Store Business Center:

store6530@theupsstore.com • Ph. 702-797-1930

Date _____ Amount to be billed _____

Name on Credit Card _____

Visa Mastercard AMEX Discover

Card Number _____ Exp. _____ CVC _____

Billing Address _____

Phone No. _____

Authorized Signature _____

Booth # _____ Exhibitor Name _____