

Dear Exhibitor ,

Please take a moment to review the following information. In this final newsletter before the show, we would like to provide you with some helpful tips that will assist you in planning for show-site at PACK EXPO Las Vegas 2009.

Plumbing and Electrical floor plans MUST be in our hands no later than Sept 23! If we do not have these floor plans, there will be a delay in laying your utilities and carpet and this will delay your one time FREE spot. Make sure your final floor plans have been sent to your Customer Account Manager by September 23rd.

Advanced Warehouse Closing Date

Remember that the Advanced Warehouse closes Thursday, September 24, 2009! All shipments, including hanging signs, must arrive at the advanced warehouse on or before this date. The warehouse will receive freight Monday through Friday from 8:00am to 3:00pm until September 24, 2009.

Service Center Locations

Your Customer Account Management team will be available onsite to assist you directly! Visit the Service Center at the following locations:

Central Hall - Room N-245 (located on the 2nd Level between the Central and North Halls)

Lower South Hall - On the show floor behind booths 4946-4956

Upper South Hall - On the show floor behind booths 6336-6339

Business Center

The Las Vegas Convention Center features a FedEx Office Business Services Center that offers the following services:

This information outlines advance or on-site services. Advance orders can be made up to two weeks prior to show dates. Please call (702) 943-

In This Issue

[Advanced Warehouse Closing Date](#)

[Service Center Locations](#)

[Business Center](#)

[Virtual Service Center](#)

[Floor Service Representatives](#)

[Material Handling Agreement Procedures](#)

[Newsletter Schedule](#)

Newsletter Schedule

Monday, June 8th

Password

Online Ordering

Instructions

Tuesday, June 9th

Stimulus

Program

Information

Tuesday, June 16th

Exhibiting Packages

Modular Booth

Rentals

Custom Exhibits

Tuesday, June 23rd

6780 for current pricing.

SUPPLIES/SERVICES

Black-and-white and color full-service printing and copying

Office Supplies

Coat and bag check

Scooter and wheelchair rental

ADDITIONAL SERVICES

Computer work station rental with Internet access and printing capabilities

Laptop stations with Internet access and printing capabilities

Fax services - inbound and outbound

Office equipment rental

Packing services and supplies

Shipping with FedEx Express[®] and FedEx Ground[®] (up to 150 pounds)

Finishing services such as binding options and lamination

CD and DVD duplication

Oversize printing

U.S. Postage

Photo services and Sony[®] PictureStation[™]

Customized flyers for exhibitor kits and sales kits

The Business Center is located in Suite 100 of the Las Vegas Convention Center between Central and South Halls. It is open 8:00am - 6:00pm PDT seven days a week. Extended hours may be available for some shows.

Virtual Service Center

In an effort to improve our level of service to all PACK EXPO / PROCESS EXPO / CPP Expo exhibitors, we have created a remote Virtual Service Center to assist in answering your questions and placing onsite orders. To take advantage of this service and avoid having to leave your booth and go to the onsite service centers, all you need is a phone.

Our dedicated team of Virtual Service Center Customer Account Managers are standing by to offer the same services available to you at our onsite service center locations.

Simply pick up the phone and dial:

972-751-9400

Press 4 for customer service.

Definition of

Targets and

Move In/Out

Schedules

Official Carrier

Listing

Tuesday, July 7th

Labor Ordering

and Procedures

Island and

Peninsula Drape

Ordering

Tuesday, July 14th

Stimulus

Deadline

Reminder

Carpet

Standard and

Custom

Furniture

Cleaning

Tuesday, August 4th

CAM Intro and

Contacts

Tuesday, August 11th

Discount

Deadline

Reminder

Smart City

Lead Retrieval

Aramark

EACA

Utility Plans

The Virtual Service Center will be available September 29 up through October 10. Customer Account Managers will be to handle calls one hour before the exhibit halls open and remain available one hour after the exhibit halls close. (Please see the Exhibitor Manual for printed times.)

Floor Service Representatives

To aid our exhibitors, Floor Service Representatives (FSRs) will be on the show floor from move-in through move-out. The FSRs are as follows:

Central Hall

- **Janet Kunde** - Booths 100-2399
- **Leslie Fletcher** - Booths 2400-4899

Lower South Hall

- **Mike Foster** - Booths 4900-5399
- **Paul Aleskovsky** - Booths 5400-6099

Upper South Hall

- **Cristy Dauphin** - Booths 6300-6899
- **Phil Kunde** - Booths 6900-7499

Material Handling Agreement Procedures

A Material Handling Agreement will be delivered to your booth prior to show closing. If you need shipping labels they will be available at the Service Center. If you do not have a credit card on file and have onsite charges, you will need to stop by the Service Center to clear your account.

The form is a necessary document to have your materials transported to the dock in preparation for shipment to the next destination. All you will need to do is to fill out the shaded sections of the Material Handling Agreement detailing:

- Where the freight is being shipped from
- Where it is being shipped to
- The carrier that will be picking up your shipment
 - **NOTE: It is VERY important that the name of the carrier listed on your Material Handling Agreement match the carrier name your driver uses to check in to the Marshalling Yard. If they do not match, we WILL NOT release your freight to a carrier you do not designate! Your freight will then likely be rerouted onto a show carrier for shipment.**

Tuesday, September 1st

Warehouse

Information

Marshalling Yard-

Maps and Info

Tuesday, September 8th

Move In Tips and

Facts

Tuesday, September 15th

MHA Procedures

Empties

One Time Spot

Warehouse

Closing Date

Tuesday, September 22nd

Service Center

Locations

Business Center

Locations

Virtual Service

Center

FSR Info

Labor Procedures

Material Handling

Procedures

Quick Links

[PACK EXPO Services Online Service Center \(Click to order online or for e-forms.\)](#)

[PACK EXPO Home](#)

[PROCESS EXPO Home](#)

[CPP EXPO Home](#)

- A choice of what you would like PACK EXPO Services to do should your carrier not show
- The number of pieces
- The billing address for shipping charges.

Turn in your Material Handling Form at the Exhibitor Service Center AFTER your merchandise is packed, labeled and ready to ship. DO NOT leave your Material Handling Form in your booth.

Please note that you will need a separate Material Handling Agreement for each destination and/or truck that will be picking up a shipment for your booth.

Please feel free to contact us if you have any questions regarding PACK EXPO Las Vegas 2009, simply contact our Customer Account Management team for assistance at 972-751-9400 or via email at the addresses below. We look forward to working with you.

Sincerely,

Your PACK EXPO Services Team

Central Hall (Booths 100-4899)

Pes.packcentral@packexposervices.com

South Hall - PACK EXPO (Booths 4900-6099)

Pes.packsouth@packexposervices.com

South Hall - PROCESS EXPO (Booths 6300-7499)

Pes.process@packexposervices.com

South Hall - CPP EXPO (Booths 5549-6099)

Pes.cpp@packexposervices.com

[Housing](#)

[Smart City -
Telecom/Internet](#)

[Experient - Lead
Retrieval](#)

[Aramark - Catering](#)

[EAC Registration](#)