

Dear **PROCESS EXPO EXHIBITOR**,

Welcome to PROCESS EXPO 2009! At PACK EXPO Services, it is our intention to provide you with the resources necessary to have a smooth and successful show. For this reason, we are providing you with this and future issues of **PACK EXPO Services Newsletter**. Each newsletter will contain helpful tips and information that will assist you in your show coordination (*See sidebar for tentative Newsletter schedule and contents*).



PACK EXPO Services (PES) is proud to offer you the convenience of ordering your services online. Our online ordering system is available 24 hours a day, 7 days a week.

With cyberservices, you will be able to place orders up to and during the event. An **Account Summary** allows you to view all services ordered to date, subtotaled by service for easy budgeting. Our **Freight Status** provides warehouse and showsite freight receiving information. **Customer Service** provides the direct contact information for your assigned Customer Account Management Team. You can also download and print the **Exhibitor Service Manual**.

When your order is completed before Monday, August 24, you will receive a 30% discount off the published prices on most services.

Please follow these steps to log in:

- Go to <http://www.fpsa.org/processexpo/exhibitors>
- Click on the **Order Booth Services Here!** link at the bottom of the page.
- Click on **Order Services**
- Enter your Password
 - **Password: PASSWORD**
- **Orientation** may be required. Once the orientation is set, click on **Continue** to begin ordering services. Select **Add Item** to begin.

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Discount Deadline

Mark your calendar!

The Discount Deadline for ordering services is **Monday, August 24, 2009**. When you order by this date, you will receive 30% off the published prices on most services.

Newsletter Schedule

Friday, June 12th

Password

Online Ordering

Instructions

Monday, June 15th

Stimulus

Program

Information

Tuesday, June 16th

Exhibiting Packages

Modular Booth

Rentals

Please note that in an effort to be green, manuals will not be printed this year. Individual forms are available online.

You may also order services by faxing completed order forms to 972-751-9500.

**Your password is only valid for this event. If you have a third party managing this activity for you, let us know and we will provide a separate password for them.*

Other Services

There are a few basic services that are not managed by PES, including:

Housing - Please call the Housing Office at 703-205-0480

Lead Retrieval - Please call Experient at 800-787-0475

Food Service - Please call Aramark at 702-943-6910 or toll free at 800-CATER-11 (800-228-3711)

EAC Registration - Please call EACA at 541-317-8768

***For questions about Registration, Badges or Show Rules and Regulations, please contact Donvan Woods at 703-663-1227 or dwoods@fpsa.org.**

Only Vegas



offer.

Visit www.visitlasvegas.com and explore the countless options the City of Las Vegas has to

Please feel free to contact us if you have any questions regarding PACK EXPO Las Vegas 2009 at 972-751-9400 or via email to the addresses below. We look forward to working with you.

Sincerely,

Custom Exhibits

Tuesday, June 23rd

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

Your PACK EXPO Services Team

South Hall - PROCESS EXPO (Booths 6300-7499)

Pes.process@packexposervices.com

Central Hall (Booths 100-4899)

Pes.packcentral@packexposervices.com

South Hall - PACK EXPO (Booths 4900-6099)

Pes.packsouth@packexposervices.com

South Hall - CPP EXPO (Booths 5549-6099)

Pes.cpp@packexposervices.com

Smart City
Lead Retrieval
Aramark
EACA
Utility Plans

Tuesday, September 2nd

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

[**PROCESS EXPO Home**](#)

[**Housing**](#)

[**Experient**](#)

[**Smart City**](#)

[**Aramark**](#)

[**EAC Registration**](#)