

SES/CONVENTION SERVICES CENTER INFORMATION 2016

Conveniently located in the Level 1 Lobby, the SES/Convention Services Center has the resources, expert staff, and experience to assist with any business needs that arise during your event.

SERVICES

Printing

- Printing services are available for Microsoft Word, Excel, and Adobe Acrobat files.
- Print jobs may be ordered in advance of arrival by e-mailing us at servicecenter@sandsexpo.com. Please include copy quantity, paper size, black & white or color copies, single or double sided, etc.
- Print jobs may also be sent to ricoh511706@printspots.com (color) or ricoh511449@printspots.com (black & white). A private release code will be e-mailed back to you. Please bring this code to the Service Center upon order pickup.
- Payment is due upon pickup unless a *Credit Card Authorization Form* (Page 2) is on file.

Photocopy

- Prices are based on volume using standard 8.5" X 11" or 8.5" X 14" white paper, single-sided copy.
- Price includes machine collating and stapling if needed.
- Color copy services are also available.

Shipping

- Domestic and International shipping is available via UPS and Federal Express only.
- Prices are determined by package weight, size and destination.
- In addition to shipping costs, there is a per item handling fee.
- Shipping is outbound from the Sands Expo SES/Convention Services Center only.
- Certain restrictions may apply.
- To assure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST.
- For packages weighing 150 pounds or more, please contact your general contractor for shipping service.

Faxing and Scanning

- Send or receive a domestic or international fax.
- SES/Convention Services Center fax number is 702-733-5317
- Send a scanned document anywhere.

Other

- Business cards made and printed upon request.
- Lamination services available for pages up to 8.5" x 11".
- Coat and luggage check is available for \$3.00 per item.

SUPPLIES

A variety of office and shipping supplies, as well as sundries, are available within the SES/Convention Services Center.

Please call us at 702-733-5070 for pricing information.