

## **FedEx Office Business Center**

### **There are FedEx Office business center locations:**

- South Convention Center (on the casino level near Shark Reef)
- Front Desk at Mandalay Bay (only open select days of the week based on staffing availability)

### **Business Center Senior Manager**

Melissa Lindsay

Phone: 725-274-7805

Email: [Melissa.lindsay@fedex.com](mailto:Melissa.lindsay@fedex.com)

### **Business Center Leadership**

Jordan Millhoff – Assistant Manager ([Jordan.millhoff@fedex.com](mailto:Jordan.millhoff@fedex.com))

Shy Ferrell– Assistant Manager ([Shynese.ferrell@fedex.com](mailto:Shynese.ferrell@fedex.com))

Heidi Souza -Event Solutions Consultant ([heidi.souza@fedex.com](mailto:heidi.souza@fedex.com))

### **Contact Information**

House Extension: 65700

Phone: 702-262-5320 opt 8

Fax: 702-262-5324

Parcel Office Phone: 702-262-5330

Email address: [usa5528@fedex.com](mailto:usa5528@fedex.com) Parcel Email: [pm5528@fedex.com](mailto:pm5528@fedex.com)

Hours: 8AM-6PM M-F 9AM-5PM Sat 10AM-4PM Sun

### **Copying & Printing Services**

The FedEx Office Business Center locations offer both full serve and self-serve copy and print services on a variety of paper sizes, types and colors. Recycled paper options are available. Volume discounts apply and project bids available. Please contact FedEx Office for a price quote on your project needs.

Color and Black and white copies available in sizes:

- 8.5" x 11"
- 8.5" x 11"
- 11" x 17"
- 12" x 18"

Oversize and Grand Format / Signs and Graphics

- Surface Graphics, Escalator Runners, Meter Boards, Signs, banners, posters and much more. FedEx Office has a solution for all of your oversize printing and branding needs. Pricing varies. Please contact a FedEx Office Team Member for details.

Additional Services

- Finishing Services
  - Stapling, Hand collating, Folding, Cutting, Lamination, Binding, Scoring and additional services.
- Document Creation

### **Computer Rental / Internet Services**

FedEx Office Offers PC rental stations in the Business Centers. Office software and Internet access is available on these PC's.

Pricing is as follows:

- \$0.47 - \$0.79 per minute
- Black and White prints from PC \$0.59
- Color prints from PC \$1.99

### **Retail Supplies**

FedEx Office offers a customized list of retail items, tailored to suit the needs of our Convention and Hotel guests. Office supplies are available at the South Convention Business Center.

### **Equipment Rental**

FedEx Office has the ability to facilitate the rental of office equipment. For current pricing and discussion on what is available, please contact Heidi Souza or Melissa Lindsay at the FedEx Office.

### **Shipping Instructions**

- FedEx Office handles all incoming and outgoing packages for guests (handling fees apply).
- FedEx Office will accept packages for / from any carriers.
- There are daily FedEx and UPS pickups during the week. We ship domestically and internationally.
- The Business Center provides FedEx Express and Ground supplies.
- Guest will need their own preprinted shipping label for carriers other than FedEx.
- FedEx Office will pick up from the show floor, booths and guest rooms. Please call the Business Center to schedule your pick up.
- Additional shipping and receiving information can be found here.

FedEx Express Packages must be received in the Business Center before 3:00pm Monday – Friday and 2:00pm on Saturdays to go out same day.

FedEx Ground Packages must be received in the Business Center before 3:00pm Monday – Friday to go out same day.