



Convention Dates and Location

January 19, 20, 21, 2017

The M Resort
12300 S Las Vegas Blvd
Henderson, NV 89044
(702) 797-1000

EXHIBITOR (Sponsor/Exhibitor) Set-Up January 19th 10 am to 4 pm

Please make your way to the convention floor

Your designated table will have a sign with your company name on it. You may start setting-up your tables at 10:00 am, January 29, 2017. Please complete your set-up no later than 4:00 pm. The venue will be preparing the room during this time as well. It is imperative that all Exhibitors are set up by 4:00 pm. NO EXCEPTIONS.

Networking and Tradeshow January 19th 6:00 pm to 8:00 pm

During this time we will provide a wonderful food selection and a no-host bar. Attendees will be mingling with each other and visiting your booths during this time. Your booths will remain on the convention floor for the entire convention.

EXHIBITOR Tear Down January 21st

You may start tearing down your booth space after the last speaker. Due to logistics Exhibitors are not allowed to tear down prior to the end of the convention.

Communication From January 17th to January 21st

Shell Brodnax cell phone: 209-623-5809
Gina Vierra cell phone: 925-383-5561

Give-a-ways

If you have a product, offer or prize you would like to donate, please email details and a photo if applicable. I will add it to our marketing mix. Some past VIP's did iPads, phones, products, certificates, etc.



Marketing and Social Media

Please incorporate the convention into your marketing mix, blogs, announcements, newsletters etc., no more than 2-times a month until December 1, 2016, and then you may market weekly.

Full Page Advertisement in the RESA Convention Book

We are starting to work on the program for the convention and your artwork for your full-page advertisement is due no later than December 5, 2016. Please feel free to get this to me as soon as possible.

The pages dimensions are 7.875 wide, and 10.25 high. NOTE: In order for your advertisement to appear correctly in the printed book, please have a one-inch white space around the entire page.

Shipping Procedures and Fees

Addressing your packages

Packages should be addressed to the **Recipients Name** (The person responsible for receiving the parcel at the hotel, **PLEASE NOTE THAT THIS MUST BE HOTEL GUEST, NOT M RESORT TEAM MEMBER**).

Please address your package in the following manner:

First Name, Last Name (You may also add "Hotel Guest-RESA Event" after receiver's name)

**The M Resort Spa & Casino
12300 Las Vegas Blvd. South
Henderson, NV 89044**

Packages that are only addressed to a group name, your caterers name, ballroom, booth number, etc., are more likely to get mixed in with other packages. Packages will be referenced & delivered by the information on the shipping label only.

(Writing the recipient's name in marker on the side of the box, for example, will not ensure efficient delivery).

The UPS Store™

Whatever you need in shipping, postal, document and Business services, you'll find it conveniently around the Corner at The UPS Store.

Packaging, Shipping & Receiving Services

- Full-Service Packaging
- UPS® Air & Ground
- Freight Shipments
- Package Receiving

Packaging, Shipping & Receiving Services

- Boxes, Bubble Cushioning, Tape

Postal Services

- Metered Mail
- Mail Drop Off

Copying Finishing & Printing Services

- Black & White Copies
- Color Copies
- Full Service Copying
- Binding, Laminating & Collating
- Custom Printing Services
- Business Cards, Stationary

Additional Products & Services

- Fax Sending & Receiving
- Notary Services
- Office Supplies
- Computer Services

THE UPS STORE THE M RESORT & SPA

12300 Las Vegas Blvd. South
Henderson, NV 89044
702-797-1930 Tel
702-797-3111 Fax

<http://www.theupsstorelocal.com/6530/>

E-Mail: store6530@theupsstore.com

Store Hours

Monday – Friday 8 am -- 5 pm
Saturday -- Sunday 10 am -- 4 pm

Handling all of your M Resort & Spa Business Center needs

SHIPPING INSTRUCTIONS:

The UPS Store
Guest Name and Arrival Date
Name of Event (if applicable)
12300 Las Vegas Blvd. South
Henderson, Nevada 89044

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Services & Pricing Guide



For locations nearest you, visit
www.theupsstore.com

The UPS Store™

Shipping Services

Domestic

- UPS Next Day Air®
- UPS 2nd Day Air®
- UPS 3 Day SelectSM
- UPS Ground

International

Letters, Packages, Freight

Air and motor freight

Moving van services*

Local project pickup*

Packaging Services

- Professionally-trained staff
- Highest packaging standards
- Any size, value, shape or weight
- Pack & Ship Promise

Postal Service

- Metered Mail
- Mail Drop Off

Packing Supplies

- Boxes, including Custom Boxes
- Bubble Cushioning
- Packing Peanuts
- Tape
- Markers

Document Finishing Services

- Collating
- Stapling
- Binding & Laminating
- Signs and Banners

*Service fees may apply

Handling Fees	
Overnight letters	\$5.00
0-10 lbs.	\$8.00
11-20 lbs.	\$15.00
21-30 lbs.	\$20.00
31-40 lbs.	\$30.00
41-60 lbs.	\$40.00
61-80 lbs.	\$60.00
81-100 lbs.	\$80.00
101 lbs. +	85¢ per lb.
***Pallet/Crate Service flat fee	\$175.00
B & W Copies 8 ½ x 11 20 lb bond white paper	
1-500 copies	\$0.15
501-1,000 copies	\$0.12
1,001+ copies	\$0.10
B & W Copies 8 ½ x 14	
1-500 copies	\$0.20
501-1,000 copies	\$0.18
1,001+ copies	\$0.15
Color Copies 8 ½ x 11	
1-25 copies	\$0.99
26-50 copies	\$0.79
51+ copies	\$0.59
Airline Boarding Pass Printing	
Per confirmation number	FREE
Notary Services	
First signature	\$5.00
Each additional signature	\$2.50

Faxing	
Incoming Faxes (per page)	\$1.00
Sending Faxes:	
Domestic 1 st page	\$6.00
Domestic add'l pages	\$1.00
International 1 st page	\$10.00
International add'l pages	\$2.00
Email and USB Services (Store6530@theupsstore.com)	
Printing B & W per page	\$1.00
Printing color per page	\$1.50
Wide Format Printing (See pricing samples below)	
Banners (Scrim Vinyl)	
Small 4' x 2.5'	Ask For Quote
Medium 6' x 2.5'	Ask For Quote
Large 8' x 2.5'	Ask For Quote
2' x 6' Vertical Banner w/ Stand	Ask For Quote
Vinyl Signs Mounted on Foam Core Board (Pressure Sensitive)	
22" x 28"	\$55.00
24" x 36"	\$75.00
30" x 38"	\$95.00
Other Sign Products	
Economy Wood Easel	\$28.99
Aluminum Easel	\$49.99
Other Miscellaneous Products	
Phone chargers	\$29.99
International adapters	\$29.99
Hand Carts	\$44.99



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 offer Next Day waybills only for UPS accounts, and Express waybills for FedEx (up to 3rd Day delivery). 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.