



Make your next event your most seamless and inspiring yet



Hotel & convention printing and shipping services

Whether you're planning an event or exhibiting at one, everything's easier when there's a FedEx Office on location

Create the experience: signs and graphics

Our experts work on location every day, so they're available to help you design, print and install vibrant pieces that will grab attention, excite and inform—from the ceiling all the way to the floor.

- Escalator wraps
- Elevator wraps
- Floor, wall and other surface graphics
- Large banners
- Retractable banners
- Posters
- Directional signage
- Outdoor signage

Spread the word: print and copies

No need to sweat the print (or travel with it). It will be there before you are. If you need to make a quick change or adjust print volume based on your event's attendance, that won't be a problem.

- Agendas, session notes and other narrow-format printing
- Binding and finishing
- Presentations
- Flyers
- Brochures
- Nametags
- Business cards
- Manuals



Extra capabilities—at your service

Make people remember: marketing and promotion

- Follow up with direct mail—postcard, letter, or self-mailer for pre- and post-event messaging.
- Stay top-of-mind with promotional items like lanyards, coffee sleeves, napkins, bags, pens, cups, notebooks, USB drives, coasters and room keys.

Professional installation: we've got it covered

How signage goes up, stays up and comes down is nothing you have to worry about. Count on our experts to manage the entire process. We'll work directly with property staff, using only approved materials and installation tactics (so you can forget about damages and fines). We'll also recommend best practices to ensure maximum impact and easy wayfinding experiences.

Get immediate access to pack and ship services

At most locations, you'll get the following:

- Full-service pack and ship. Get help from our experts and access to boxes and packing materials.
- Inbound and outbound shipping. Get 24-hour access and visibility to incoming packages, and the option for email notification for package pickup. At select locations, you can also have your packages delivered to, or picked up from, the event show floor.

- FedEx Office® Packing Pledge. Ship with peace of mind.
- FedEx® portfolio of shipping services. Ship on a budget, overnight or around the world.
- Multiple-carrier parcel management. Arrange package handling with all carriers—not just FedEx.

Shipments to and from hotel or convention center FedEx Office locations are subject to receiving or handling fees in addition to the transportation charges incurred for shipping, regardless of the transportation carrier. Please contact the site's FedEx Office for details.

FedEx Office can help you have more impact with less effort.
Learn more at fedex.com/conventions.