

## 2024 PMA Supplier Showcase and Sponsor Shipping Instructions

Upon arrival at the M Resort, you may retrieve your exhibit items at the M Resort Business Center. Shipping/handling fees will apply at the vendor's expense. The Handling fee is for every package we receive/store.

**OR**

If you would like your items delivered to your booth, you may send the attached forms in advance to [businesscenter.nvision@gmail.com](mailto:businesscenter.nvision@gmail.com). Shipping/handling fees will apply at the vendor's expense. The Handling fee is for every package we receive/store.

### **Shipping Instructions**

Materials should arrive no earlier than Monday, April 8th and no later than Friday, April 12th.

**Please note:** If your company is also providing sponsorship items, they **must** be shipped and addressed separately.

### ***Supplier Showcase Items***

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Business Center Inside the M Resort  
Contact Name, Company Name – Booth #  
12300 S Las Vegas Blvd  
Henderson, NV 89044

### ***Sponsorship Items***

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Business Center Inside the M Resort  
Laura Lindsey, PMA Sponsor – Staff Office  
12300 S Las Vegas Blvd  
Henderson, NV 89044

### **Onsite Contacts**

If you have any questions when you arrive onsite, please reach out to PMA Staff.

Jennifer Rzepka  
[jennifer@pmahome.org](mailto:jennifer@pmahome.org)  
Cell Phone: 414-559-6810

Laura Lindsey  
[info@pmahome.org](mailto:info@pmahome.org)  
Cell Phone: 408-219-2461

## Shipping Services

**Domestic** UPS Next Day Air®  
 UPS 2nd Day Air®  
 UPS 3 Day Select®  
 UPS Ground  
 FedEx Express  
 FedEx Ground

## International

Letters, Packages, Freight  
 Air and motor freight  
 Moving van services\*  
 Local project pick up\*

## Packaging Services

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

## Postal Services

Metered mail  
 Mail drop off

## Packaging Supplies

Boxes, including Custom Boxes  
 Bubble cushioning  
 Tape  
 Markers

## Document Finishing Services

Collating  
 Stapling  
 Binding & Laminating  
 Signs & Banners

Shipping/Receiving Handling Fees	
Overnight Letters	\$5.00
0-10 lbs	\$10.00
11-20 lbs	\$20.00
21-30 lbs	\$30.00
31-40 lbs	\$40.00
41-50 lbs	\$50.00
51-65 lbs	\$60.00
66-80 lbs	\$80.00
81-100 lbs	\$100.00
101 + lbs	\$1.00 per lbs
Standard Pallet	\$350.00
Create/Custom	\$375.00
Wide Format Printing	
Printing cost per square foot	\$13.50
Banners (Scrim Vinyl)	
Small 4'X2.5'	\$135.00
Medium 6'X2.5'	\$202.50
Large 8'X2.5'	\$270.00
2'x6' Vertical Banner With Stand	\$275.00
Vinyl Signs Mounted on Foam Core Board	
24X30	\$85.00
24X36	\$102.00
30X36	\$127.50
Printing Airline Boarding Passes	
Per confirmation number	\$5.00
E-Mail and USB Services Store6530@theupsstore.com	
B&W per page	\$1.00
Color per page	\$1.50

Faxing	
Incoming Faxes (per page)	\$2.00
Sending Faxes:	
Domestic 1st page	\$6.00
Domestic additional pages	\$1.75
International 1st page	\$14.00
International additional pages	\$4.00
Black & White Copies 8 ½ X 11 20lb bond white paper	
1-500 copies	\$0.20
501-1000 copies	\$0.17
1001+ copies	\$0.15
Color Copies 8 ½ X 11	
1-25 copies	\$0.99
26-50 copies	\$0.89
51-100 copies	\$0.79
101-500 copies	\$0.69
501-999 copies	\$0.59
1000+ copies	\$0.49
Notary Services	
First signature	\$15.00
Each Additional signature	\$7.50
Other Products/Services	
Packing Tape	\$10.00
Packaging Tape w/dispenser	\$12.00
Box Cutter	\$2.00
Tape Gun	\$8.00
Masking Tape	\$5.00
Palletizing (per pallet)	\$50.00
Bubble Cushioning (per foot)	\$1.00
Pallet Breakdown	\$70.00 per hour

# Business Center

## CREDIT CARD AUTHORIZATION

Please note that the billing entity is "Cobblestone NV LLC" which is the name that will be reflected on your credit card bill.

Payment is for inbound and outbound material handling only. Other exhibitor services, including printing, signage and installation, banners and stands, may be purchased in advance through the Business Center.

### *Contact info for the Business Center:*

businesscenter.nvision@gmail.com

Phone: (702)797-1930

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Visa

Mastercard

AMEX

Discover

Card Number: \_\_\_\_\_

Exp: \_\_\_\_\_ CVC: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone #: \_\_\_\_\_

Authorized: \_\_\_\_\_ Booth #: \_\_\_\_\_

Signature: \_\_\_\_\_

# Business Center

**BOOTH NUMBER** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**NUMBER OF BOXES**

**Box** \_\_\_\_\_ **OF** \_\_\_\_\_

**If you do not have a prepaid shipping label, stop by the business center and pick up a Parcel Shipping Form.**

**We will ship your boxes.**

*Packages without labels or credit card forms will be considered abandoned.*