

# The UPS Store™



## **Kansas City Marriott Downtown** *Coming September 2017\*!*

### **Customer Package and Service Offerings for NORM 2017**



**The UPS Store Contact Information**  
*To Be Announced July 2017*

# Printing Services

**With a team of full time Print Managers AND on-site graphic designer, let us prove to you that we can make the difference between a successful event and one to be remembered.**

**If it can be printed.... we can do it!**

- **Digital B&W and Color Prints**
- **Posters, Banners, Signs**
- **Foam Core/Gator Board Mounting & Laminating**
- **Brochures, Pamphlets, and Flyers**
- **Binding and Laminating**
- **Retractable Banners**
- **Business Cards**
- **Letterhead and Stationery**
- **Two Pocket Folders**

**and much, much more...**

**All of our print products are competitively priced to give you value and convenience. Please contact us directly to discuss your printing options prior to your next event.**

**eliminating shipping and handling fees!**

# Printing Services cont'd

## Sample projects to highlight our capabilities



Direct print dye sublimated optic cloth backdrop with 2" velcro along edges to adhere to pop-up frame



Mesh banners 18oz Blockout vinyl banners for Stiefelweiser field Use Matte vinyl with retractable frames



Direct print dye sublimated optic cloth backdrop and podium with 2" velcro along edges to adhere in pop-up frames Direct print dye sublimated revolution fabric display at 2016 International Sign Association Expo AVB custom designed single arm direct print double sided flag with Blocker



18oz Blockout vinyl double sided pole banners digitally cut Mesh banners



18oz Matte vinyl banners for United Soccer League with walked lanes and grooves on all sides 18oz Matte vinyl with stitched 2" webbing and grooves on all sides



AVB custom designed PVC and mesh pop-up tents from trade show guidelines Outdoor and indoor non-slip floor PVC digitally cut to shape



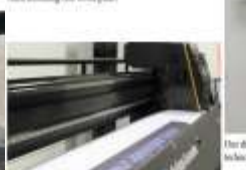
Our digital printer can print on any substrate up to 1/2" thick including the most popular



AVB custom designed PVC targeted promotional advertisements with dimensional cut letters Exact dimensional computer sign AVB designed variable data customized badge on vinyl and digitally cut



AVB custom designed backlit PVC Clear logo digitally printed on frosted PVC 1/2" square PVC cut to shape in semiconductor (best economy)



Our digital cutter features the latest camera guided cutting technology to provide unique solutions for our clients



Our digital cutter features the latest camera guided cutting technology to provide unique solutions for our clients AVB custom designed PVC with white ink sublimation Fine art reproduction. Full color printed on frosted PVC with white ink sublimation



Standard Matte PVC AVB custom sign AVB custom designed window print



Our fabric printer is literally direct dye sublimation machines in the region. This sets us apart with lower overall prices, immediate gratification and a wider color range



AVB custom designed sublimation PVC for backhoe loader using PVC sign materials and camera cut shape Our fabric printer has a distinct capability to print a sign (inside) that will make your brand stand above the rest And our fabric printer can handle direct print on clear digital PVC too

Eliminate the hassle of looking for a vendor to complete projects local to your Show – we can do it all right at Kansas City Marriott Downtown!

# Self-Service Printing Options

**Self-service copiers are located in our business center on-site. These are accessed with credit card swipe and connected to high-speed color and black and white print machines.**



**With prior arrangements, we will provide you with a code that you can use during your Show as an alternative to credit card.**

## Private Printers Available

**Need more printing? Easier Access? Arrangements can be made to have your own copier for use in your conference room.**

**Consult The UPS Store Business Center team for additional information or to arrange your own private copier.**

**Prevent lost, damaged, or late packages of printed materials by allowing The UPS Store to handle all of your printing needs. You take care of your Show, we'll take care of the printing. We're here to help and we mean it!**

# Shipping and Receiving

The UPS Store provides a full range of package services to include:

Receiving

Shipping: Domestic & International

Packaging

Crating & palletizing

Freight shipments (inbound and outbound)

The UPS Store Business Center is open the following hours\*\*:

Monday-Friday 7am-7pm

Saturday-Sunday 10am-4pm

*\*\* hours may be extended during Show dates to best serve guest needs. Contact The UPS Store Business Center team for hours of operation on specific dates*

Please address all packages as indicated below:

**Kansas City Marriott Downtown  
C/O Recipient's Name  
Recipient's phone number  
Show Name & Dates  
200 W 12<sup>th</sup> St  
Kansas City, MO 64105  
Phone: XXX.XXX.XXXX**

**With our receiving services, you can have the peace of mind that your packages are already delivered and on-site at Kansas City Marriott Downtown prior to your arrival. The UPS Store can confirm receipt upon inquiry.**



# Shipping & Receiving cont'd

If you are expecting more than 10 packages or any pallets, please coordinate your delivery with The UPS Store. Also, please note that a parcel handling fee will be charged for all packages received and/or sent at Kansas City Marriott Downtown, for the service of the item(s) being received, inventoried, stored, and delivered within hotel property. We don't recommend the delivery of item(s) to locations beyond hotel property, such as to the Convention Center outside of hotel property, as they may be misdirected and/or delayed.

**Parcel Handling Fees:** Separate fees apply for each direction of parcels (Inbound\* & Outbound\*\*).

Small Package (Less than 150lbs.)	Freight
Envelope \$5	\$300 per pallet
Padded pak \$7	
0-10 lbs. \$10	
10.1-20 lbs. \$15	
20.1-40 lbs. \$25	
40.1-60 lbs. \$50	
60.1-100lbs. \$75	
100.1+ lbs. \$120	

**Additional fees may apply for shipments or deliveries outside of normal business hours.**

\*Each inbound fee includes receiving, securing and storage for up to 3 business days prior to arrival. 10% per day storage fee for days 4+

\*\*Each outbound fee includes labeling, taping, securing package(s) for pickup, and ensuring prompt pickup by the appropriate carrier

**The UPS Store can ship small packages or freight. Current UPS rates are charged on top of any handling fee. Full service packing available as well. Pricing varies by item, size and value.**

**The UPS Store and Kansas City Marriott Downtown are not responsible for any abandoned materials and they are discarded three (3) business days from scheduled pickup date.**

**With prior arrangements, The UPS Store Shipping Station can be setup for a Show during move in and/or move out to allow Exhibitors and Attendees to have easy access to package receiving and shipping. Faster move in, faster move out = Happy Customers!**

**Plan ahead and be prepared. Shipping your items ahead of time allows you to focus more on your day to day commitments leading into your conference, meeting or convention.**

# The UPS Store #XXXX at Kansas City Marriott Downtown

200 W 12th St, Kansas City, MO 64105

Phone: (XXX) XXX.XXXX | Fax: (XXX) XXX.XXXX

Email: *To Be Announced July 2017* | Website: *To Be Announced July 2017*

## Copy, Print & Document Service Request Form

*Please Complete Information Below and Submit to The UPS Store.*

Name of Convention: \_\_\_\_\_ Date(s) of Convention: \_\_\_\_\_

Person Requesting Job

Contact Information

Delivery Date/Room

Document Title

Billing Code

**PRE-SHOW REQUESTS NEED TO BE SUBMITTED 2 WEEKS PRIOR TO YOUR EVENT FOR LARGE REQUESTS AND 1 WEEK PRIOR FOR SMALLER REQUESTS.**

*(Orders submitted later than required may be subject to a rush fee.)*

Total Number of Originals: \_\_\_\_\_ Total Number of Sets Required: \_\_\_\_\_

**COPY/PRINT SPECIFICATIONS (select one from each category):**

**Ink Color:** Black & White \_\_\_\_\_ Color \_\_\_\_\_ **Print Type:** Single Sided \_\_\_\_\_ Double Sided \_\_\_\_\_

**Paper:** Standard \_\_\_\_\_ Card Stock \_\_\_\_\_ **Stapled:** Left Corner \_\_\_\_\_ Saddle Stitch \_\_\_\_\_

**Hole Punched:** 2-Hole (Top) \_\_\_\_\_ 3-Hole (Side) \_\_\_\_\_ **Fold:** Half Fold \_\_\_\_\_ Tri-Fold \_\_\_\_\_

**Binding:** Comb \_\_\_\_\_ Coil \_\_\_\_\_ UniBind \_\_\_\_\_

*Please contact a UPS Store associate if you have any questions or special needs.*

For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.

Please check one: \_\_\_ American Express \_\_\_ Discover \_\_\_ Visa \_\_\_ MasterCard

Account Number

Expiration Date

CVV Code

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

Address

City

State

Zip Code

Cardholder's Signature

# The UPS Store #XXXX at Kansas City Marriott Downtown

200 W 12th St, Kansas City, MO 64105

Phone: (XXX) XXX.XXXX | Fax: (XXX) XXX.XXXX

Email: To Be Announced July 2017 | Website: To Be Announced July 2017

## Mounted Poster / Banner Order Form

Please complete information below and submit to The UPS Store.

### Step 1: Choose Size-

Please provide poster size in INCHES. Width \_\_\_\_\_ X Height \_\_\_\_\_

### Step 2: Choose Media-

Matte Paper \_\_\_\_\_ Gloss Paper \_\_\_\_\_ Polyester Vinyl \_\_\_\_\_

Permanent Adhesive White \_\_\_\_\_ Permanent Adhesive Clear \_\_\_\_\_

### Step 3: Finishing Options-

Glossy Laminated Foam Core \_\_\_\_\_ Matte Laminated Foam Core \_\_\_\_\_

White Foam Core (no laminate protectant) \_\_\_\_\_ Gatorboard Upon Request \_\_\_\_\_

### Step 4: File Name/Quantity

File 1- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

File 2- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

File 3- Name \_\_\_\_\_ Quantity Needed \_\_\_\_\_

Name/Company Name: \_\_\_\_\_ Quantity Ordered: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Order Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Pick-Up Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ UPS Store Associate: \_\_\_\_\_

### CREDIT CARD PAYMENT

For your convenience, we will use this authorization to charge your credit card account for the above services requested. Please complete the information requested below.

Account Number

Expiration Date

CVV Code

Cardholder's Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

Address

City

State

Zip Code

Cardholder's Signature \_\_\_\_\_



# The UPS Store #XXXX at Kansas City Marriott Downtown

200 W 12th St, Kansas City, MO 64105

Phone: (XXX) XXX.XXXX | Fax: (XXX) XXX.XXXX

Email: *To Be Announced July 2017* | Website: *To Be Announced July 2017*

## Authorization for Credit Card Use Inbound/Outbound Package Handling Order Form

PLEASE PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.  
All information will remain confidential

Name on Card:

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Billing Address:

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Credit Card Type: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ AmEx

Credit Card Number:

Expiration Date:

Card Identification Number: \_\_\_\_\_ (last 3 digits located on the back of the credit card.  
Amex 4 numbers on the front)

I authorize The UPS Store to charge the credit card provided for services rendered. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Please Sign and Date

Signature:

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Date:

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Print Name:

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**Return the completed and signed form to the following:**

**Email: *To Be Announced July 2017***

**Fax: XXX.XXX.XXXX**

# **We Look Forward to Serving You!**

**As you begin planning for your Show and trip to Kansas City, remember The UPS Store is here to serve you in any way we can.**

**Our partnership with Kansas City Marriott Downtown has given us the opportunity to assist you with every facet of your meeting or event, from a Business Service perspective.**

**Don't hesitate to let us know how we can help better your visit.**

**We can print anything you'd possibly need and have it ready and awaiting your arrival. On time, in one piece, guaranteed to meet your expectation.**

**Send your packages ahead of time and we'll have it ready and awaiting your instruction. Peace of mind goes a long way when planning a Show for several thousand people.**

**Use our expertise to ship everything to the next destination or back home.**

**Let us prove it to you. Call today for more information.**