



# FedEx Office Hospitality and Convention Operations

Event Solutions



## Printing and Shipping Solutions That Bring Your Event to Life

Put on your best event! Take a look at our catalog of products and services that will help you put on an event or a meeting your attendees will remember. If you can imagine it, we can print it, pack it and ship it — right onsite.

Access our solutions whenever, wherever.



CLOUD



EMAIL



ONLINE



USB



IN STORE

For locations go to **[fedex.com/conventions](https://www.fedex.com/conventions)**.





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Let us help you set up your event for success.  
Go to **[fedex.com/conventions](https://www.fedex.com/conventions)**.



### Expert Consultation Onsite.

When you work with the event solutions consultants at FedEx Office, you'll have the help of team members who have unparalleled knowledge about your venue and printing expertise that will help your messages stand out. From pre-event consultations to onsite support, we will help you create memorable, exciting, and successful meetings and events.

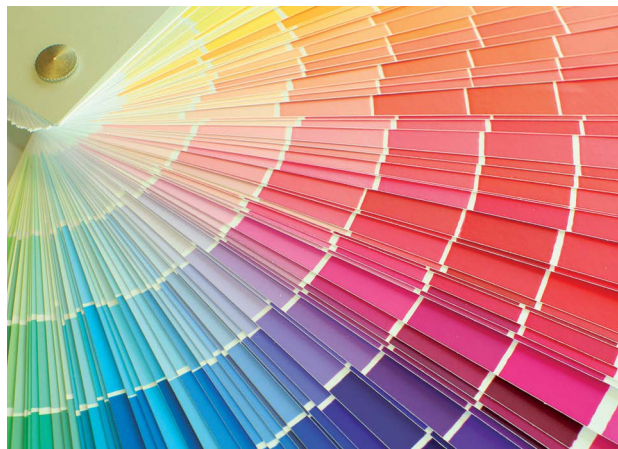
*FedEx Office state-of-the-art printing technology provides consistent branding and color throughout every printed piece, from oversized signs to name tags.*





### Color Matching for Consistent Impressions.

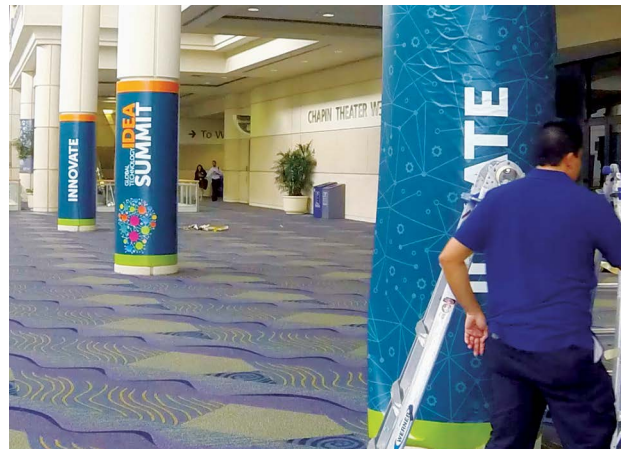
FedEx Office uses exacting procedures and tools, as well as the PANTONE® Matching System, for flawless and consistent color reproduction. Our certifications confirm the high standards we set for ourselves: We've earned the G7 Master Certification, the industry's premier designation for color management.



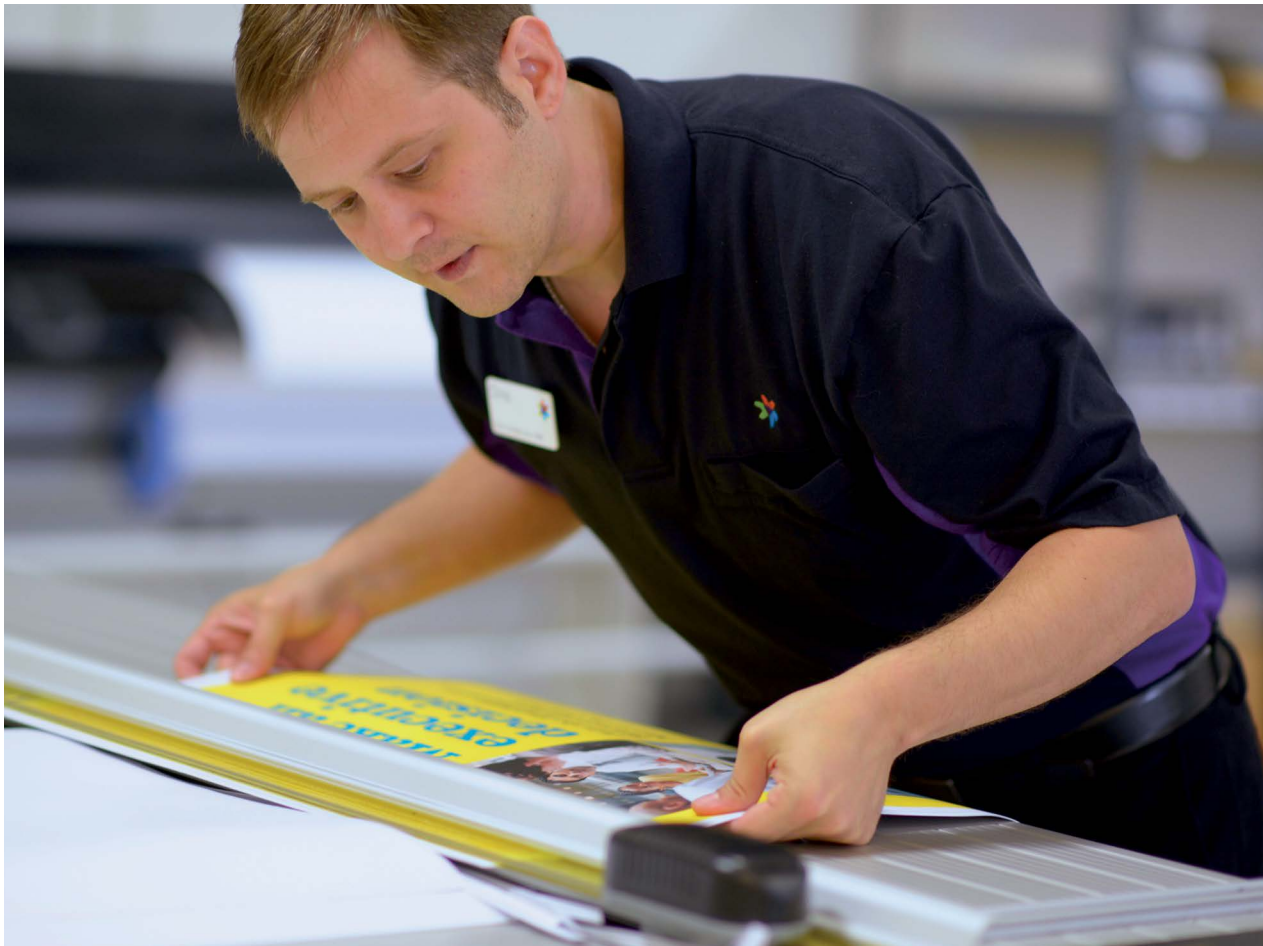


### Precision Accuracy.

Our state-of-the-art production equipment can produce stunning, large-format materials, while our experts help you install the pieces in your space. Plus, the entire FedEx Office network is calibrated to the same high standards, so you can always expect consistent results.

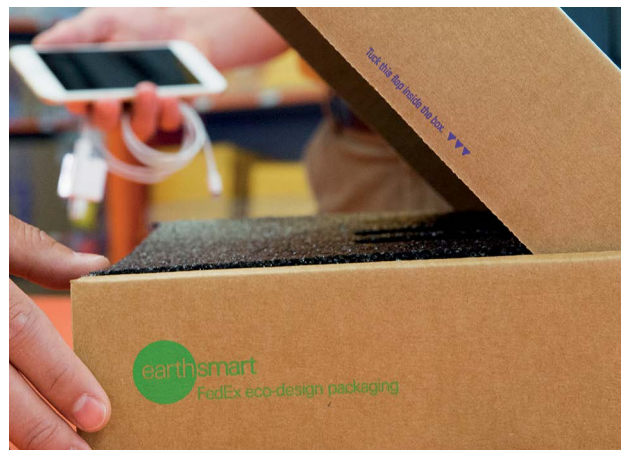






### Let's Make a Difference.

At FedEx and our thousands of FedEx Office locations, it's important for us to put our concern about the environment into action. We're continually working to integrate sustainable practices into all our business networks — online, retail, printing and shipping. The work we're doing — and the services we offer — can help you reach your own goals of becoming a better environmental steward.



**50%** *of our paper products are available on post-consumer recycled content.*

[fedex.com/bt/about/sustainability](https://fedex.com/bt/about/sustainability)



Turn your facility's event space into an exceptional experience. Our onsite team members know your event space and can help you design, print and install each piece.

### Escalator Wraps

Utilize more of your event space with stunning escalator wraps. They're easy to apply and make a big impact on your brand message.

### Elevator Wraps

Draw attention with these easy-to-apply (and remove) elevator wraps. These memorable graphics come in adhesive vinyl that sticks easily to its surface — giving your event more attention in unexpected places.

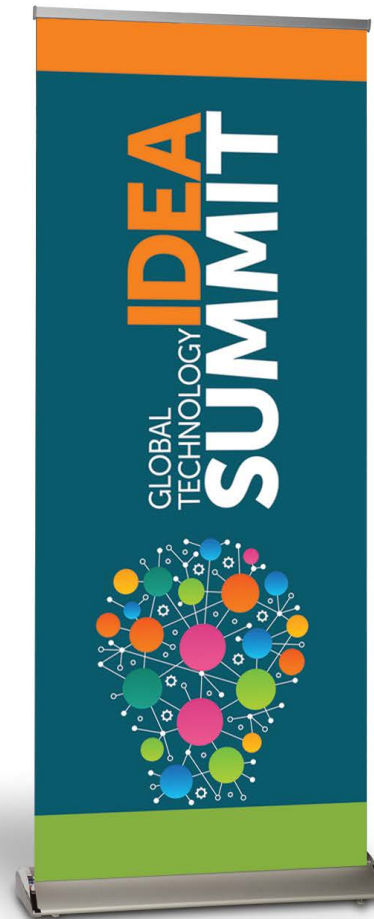
### Floor, Wall and Other Surface Graphics

Print photographs, graphics and lettering on self-adhesive vinyl that can be used on floors, walls, windows or other surfaces for temporary indoor or outdoor signage.



*Looking for a unique way to promote your event? Bring your creative ideas to us and we can help bring them to life through stunning printed branding.*





## Meter Boards

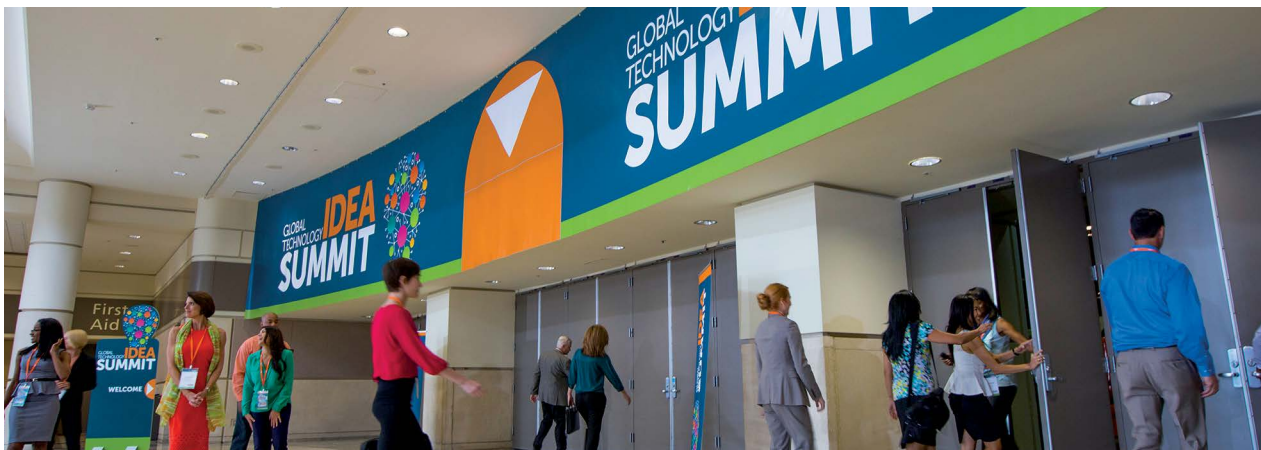
Firm but lightweight signage that can be used to print powerful, high-quality graphics. Need to switch your message quickly? Meter boards can be printed on two sides — making it easy to flip the board over to display a secondary message.

## Large Banners

From timeless messages to custom graphics, banners can help you say what you need to say — and are available on a wide variety of substrates and materials.

## Retractable Banners

Lightweight, flexible banners and retractable banners can be printed with four-color processes on one side.



*FedEx Office banners and boards are easy to set up. Display kits are available.*



## Posters

Make an impression with durable, indoor posters with crisp colors that stand out. Vibrant, photo-quality posters are perfect for presentations and wayfinding — custom sizes and templates are available.

## Directional Signage

Wayfinding made easy. Help attendees find where they need to go with eye-catching directional signage.

## Outdoor Signage

Custom-made outdoor banners attract attention and communicate your brand message effectively. These durable banners have an outdoor lifespan of 3–6 months.

## Vehicle Wraps

Give your event extra visibility in your host city by using vehicle wraps — made of durable vinyl material and printed in full color — that can be applied to the exterior of local shuttles and buses.



*We supply everything you need to hang or display your materials — from grommets and suction cups to metal A-frames.*







FedEx Office has you covered across all bases, from business cards to presentations and brochures to binding. Let us take care of all your event's details, right onsite.

### Agendas, Session Notes and Other Narrow-Format Printing

The details of your event will be displayed beautifully with narrow-format print products.

### Binding and Finishing

Multiple binding and finishing options are available to fit the needs of your presentation.

### Presentations

Get your big idea on paper with high-quality presentations and proposals.

### Flyers

Spread the word about your event with flyer templates, as well as full-, half- or quarter-page options.

### Brochures

With FedEx Office, you can customize brochures when and where you want. Or use one of our convenient preset options. Brochures can be full-color and double-sided, with folding included.

*Print only what you need. Since we're onsite, we can quickly and easily adjust your print volume based on your event's attendance.*





### **NameTags and Lanyards**

Event attendees will proudly display their name with high-quality, printed name tags.

### **Business Cards**

Designed to your liking, business cards can do the talking. Quickly and easily create professional business cards from thousands of customizable templates. Add images or use your own design that fits your event.

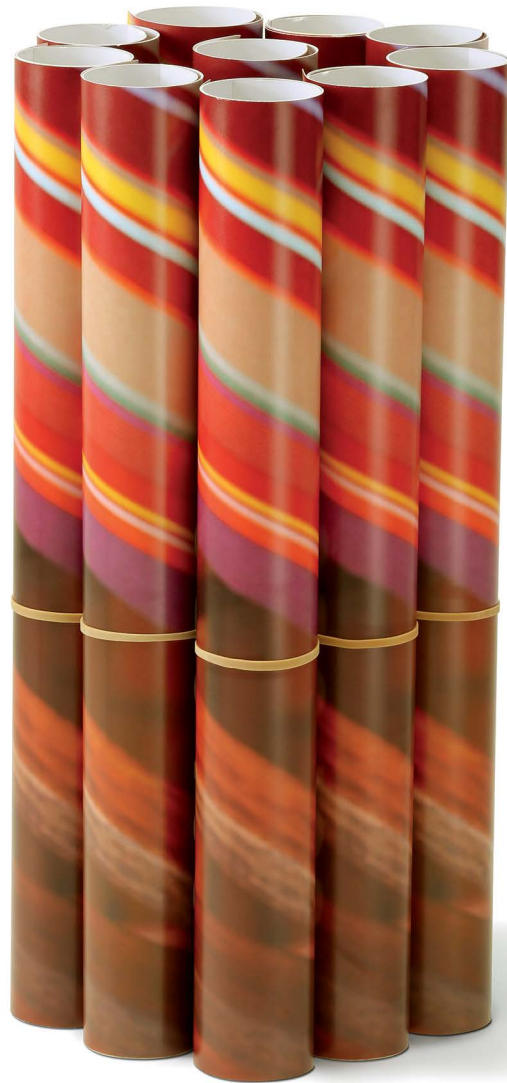
### **Manuals**

Create product and training manuals with our printing solutions. Three-ring binder and other binding options are available. Assembly included with printing.

### **Magnets**

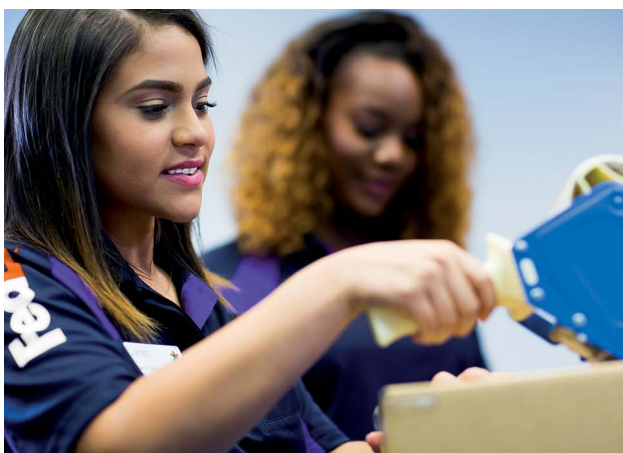
Attract customers with custom-sized and custom-shaped magnets that include your chosen image or logo.





### **Make Your Information Shine.**

FedEx Office offers a convenient online poster ordering solution for events hosting abstract-poster-sessions (APS). The FedEx Office® online poster solution offers an easy check-out system compatible with secure international payment methods, no hidden fees for presenters and no handling or storage fees. The service is offered at no cost to show organizers. We also offer convenient poster pickup from onsite FedEx Office locations.



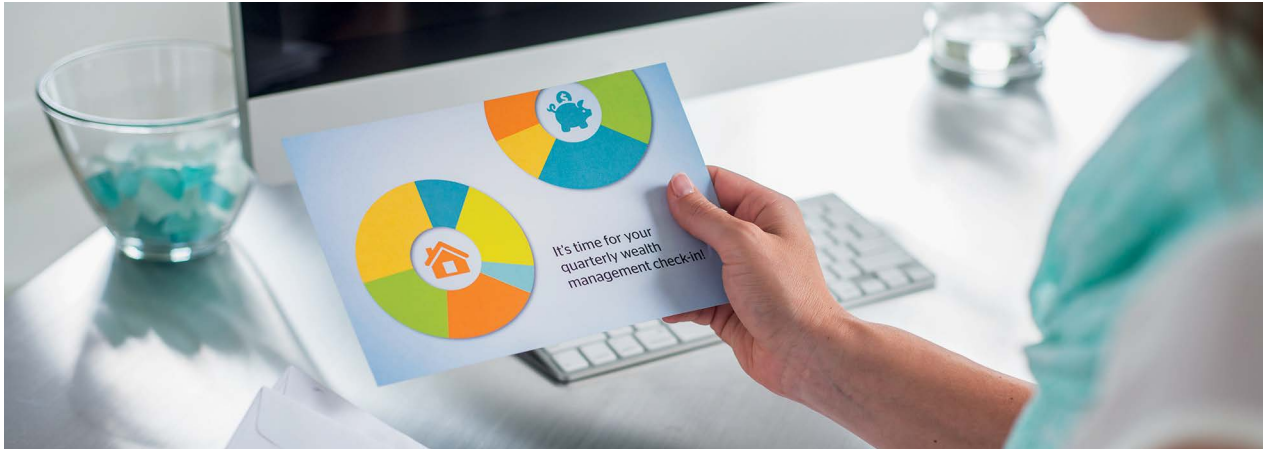
When you use an onsite FedEx Office, you have access to pack-and-ship and parcel management solutions that allow you to ship what you need. Here's what most locations include:

- **Full-service pack-and-ship:** We're ready to help at the counter. We have a range of boxes and packing materials and the expertise to securely pack a variety of items including big, bulky or fragile pieces.
- **FedEx Office® Packing Pledge:** Our team members have the expertise to pack your items and gifts securely, and our services are backed by the FedEx Office Packing Pledge.\*
- **Inbound and outbound shipping:** Your inbound, outbound and after-hours shipping will all be covered with the streamlined FedEx Office shipping process. You'll have 24-hour access and visibility to incoming packages, plus the option for email notification for package pickup. Check location for availability.
- **FedEx® portfolio of shipping services:** Choose the right shipping service for you. Whether it needs to arrive on a budget, overnight or around the world, we have a way to ship it. Choose from FedEx Ground®, FedEx Express® or FedEx international shipping.
- **Multiple-carrier parcel management:** FedEx Office provides package handling across all carriers.

**100%** *of our packaging is recyclable.*

\*FedEx Office® Packing Pledge  
Subject to FedEx Office Packing Pledge and carrier terms.  
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## Send Your Message Back Home With Attendees.

Communication with event attendees doesn't start or stop when the event does — that's why FedEx Office can help you create direct mail campaigns to remind your customers to save the date or for lead follow-up.

- Choose the format that fits your message — a postcard, letter or self-mailer.
- Let us help you design and print your mailer.
- Personalize your piece with customers' names. Use your list or create one with us.



*Direct mail is one of the most cost-effective ways to communicate with existing customers and generate new business.*



### Event Branding That Lasts.

Go beyond paper with FedEx Office promotional materials. These event-branded take-home items will keep your event in the mind of attendees long after it's over:

- Drinkware
- Bags
- Writing instruments
- Wearables
- Portfolios and notebooks
- Marketing materials

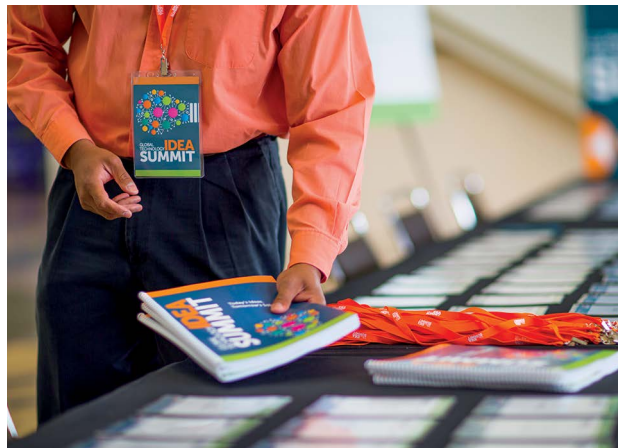




### The Solutions Your Exhibitors Need.

From the moment they arrive to after the event is over, FedEx Office has exhibitors covered. They will have access to solutions including:

- **Marketing materials** to spread the word about their event presence.
- **Table throws, step and repeat banners, and more** to give their space an attractive edge.
- **Promotional items** that work as great customer swag.
- **Direct mail** to keep their leads in the loop.

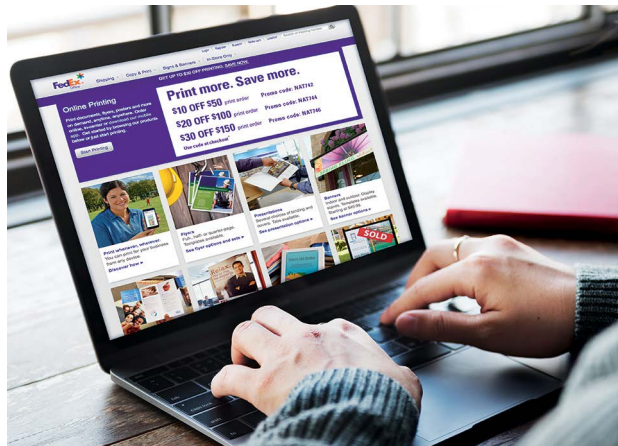
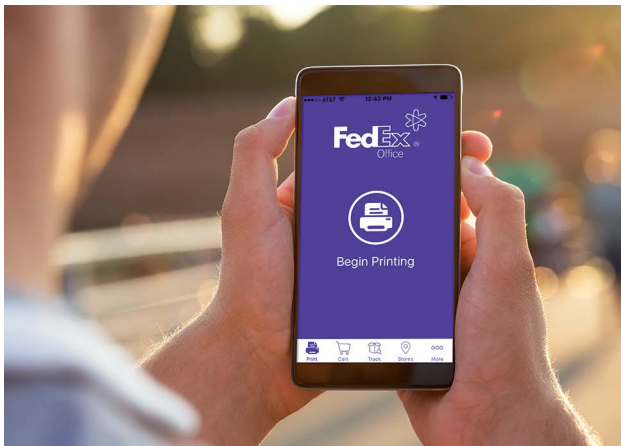




### Convenient Services.

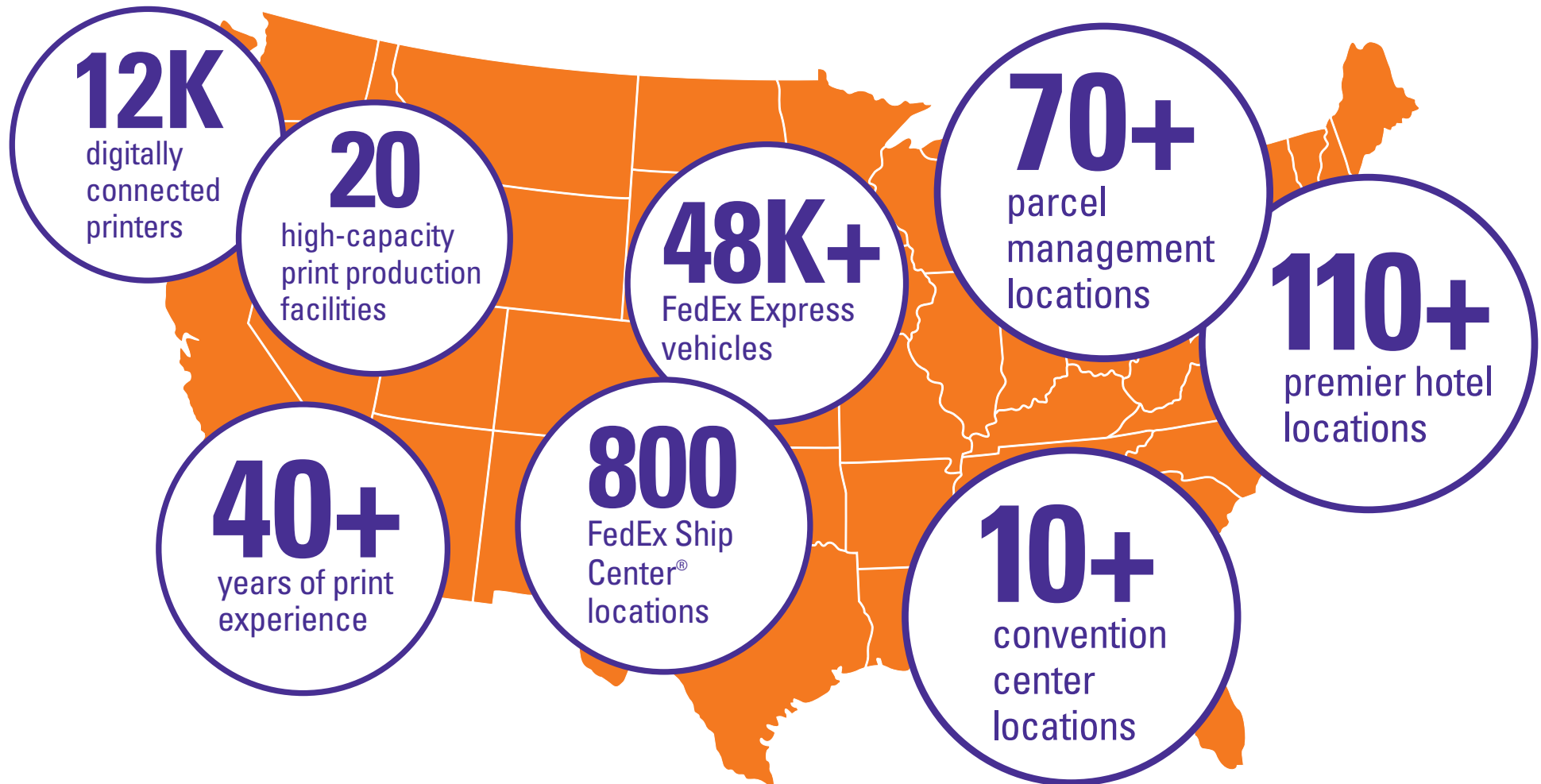
Your onsite center will feature a mix of solutions to meet the needs of your event and your attendees:

- Confidential shredding
- Office supplies
- Copying
- Scanning and faxing
- Computer rental
- 24/7 mobile solutions
- Mobile phone printing
- Business cards while you wait





Access Solutions From the Entire  
FedEx Network.  
1,800+ FedEx Office Centers





### Start-to-Finish Convenience.

Whether your meeting is across town or across the country, the printing and shipping experts at FedEx Office offer convenient, onsite solutions. With 120+ FedEx Office® Print and Ship Center locations in top hotel and convention centers, we can help you with everything from pre-event printing and planning to last-minute emergencies. We're standing by with fast turnaround to keep your exhibit running smoothly.

Find FedEx Office locations at your favorite hotels and convention centers at **[fedex.com/conventions](https://www.fedex.com/conventions)** or call **1.800.GoFedex 1.800.463.3339**.



