

## **FedEx Office Business Center**

There are two FedEx Office business center locations:

- South Convention Center (on the casino floor near Shark Reef)
- Front Desk at Mandalay Bay

### **Business Center Senior Manager**

Summer Enghusen

Phone: 702-262-5320

Email: [summer.enghusen@fedex.com](mailto:summer.enghusen@fedex.com)

### **Business Center Leads**

Ellen Rogers – Assistant Manager Parcel ([ellen.l.rogers@fedex.com](mailto:ellen.l.rogers@fedex.com))

Nailah Gantt – Assistant Manager Bus Ctr ([nailah.gantt@fedex.com](mailto:nailah.gantt@fedex.com))

Nicholas Martinez – Assistant Manager BC ([nbmartinez@fedex.com](mailto:nbmartinez@fedex.com))

Jen Stanis – Event Solutions Consultant ( [jennifer.stanis@fedex.com](mailto:jennifer.stanis@fedex.com) )

### **Contact Information**

House Extension: 65700

Phone: 702-262-5320

Fax: 702-262-5324

Parcel Office Phone: 702-262-5330

Parcel Office Fax: 702-262-5326

Email address: [usa5528@fedex.com](mailto:usa5528@fedex.com)

Hours: 7AM-6PM everyday

### **Copying & Printing Services**

The FedEx Office Business Center locations offer both full serve and self-serve copy and print services on a variety of paper sizes, types and colors. Recycled paper options are available.

Black and white copies (8.5" x 11" / 8.5" x 14")

- Single-sided: \$0.23 per page
- Double-sided: \$0.46 per page

Color copies (8.5" x 11" / 8.5" x 14")

- Single-sided: \$1.69 per page
- Double-sided: \$3.38 per page

Oversize and Grand Format / Signs and Graphics

- Surface Graphics, Escalator Runners, Meter Boards, Signs, banners, posters and much more. FedEx Office has a solution for all of your oversize printing needs
- Pricing varies. Please contact a FedEx Office Team Member for details.
- Packages available.

*\* Volume discounts apply and project bids available. Please contact FedEx Office for a price quote on your project needs.*

Additional Services

- Finishing Services
  - Stapling, Hand collating, Folding, Cutting, Lamination, Binding
- Document Creation

### **Computer Rental / Internet Services**

FedEx Office Offers PC rental stations in the Business Centers. Office software and Internet access is available on these PC's.

Pricing is as follows:

- \$0.40 - \$.55 per minute
- Black and White prints from PC \$0.59
- Color prints from PC \$1.99

### **Laptop Docking Station**

- \$0.30 per minute
- Black and White prints from PC \$0.59
- Color prints from PC \$1.99

### **Retail Supplies**

FedEx Office offers a customized list of retail items, tailored to suit the needs of our Convention and Hotel guests. Office supplies are available at the South Convention Business Center.

### **Equipment Rental**

FedEx Office has the ability to facilitate the rental of office equipment.

For current pricing and discussion on what is available, please contact Jen Stanis at the FedEx Office.

### **Shipping Instructions**

- FedEx Office handles all incoming and outgoing packages for guests.
- FedEx Office will accept packages for / from any carriers.
- There are daily FedEx and UPS pickups during the week. We ship domestically and internationally.
- The Business Center provides FedEx Express and Ground supplies.
- Guest will need their own preprinted air bill for carriers other than FedEx.
- FedEx Office will pick up from the show floor, booths and guest rooms. Please call the Business Center to schedule your pick up.

FedEx Express Packages must be received in the Business Center by 4:00pm  
Monday – Friday and 3:30pm on Saturdays to go out same day.

FedEx Ground Packages must be received in the Business Center by 4:30pm  
Monday – Friday to go out same day.