Visit the FedEx Office and Print Center at the Javits Convention Center located on Level 3 next to Hudson News, close to the 37th Street entrance.

We have solutions for any event – large or small.

Take the hassle out of event planning. Let us take care of the details, from producing materials to document services and shipping. We deliver the support and flexibility you need to plan and execute your event. Send your files from home and they will be ready for you when you arrive.

We offer full scale conference support including:

- High volume black and white and color full-service digital printing and copying
- Finishing services
- CD duplication
- Signs/Banners
- Computer work station rental with internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and supplies
- Outbound Shipping with FedEx Express and FedEx Ground (up to 150 pounds)
- Luggage shipping
- Office supplies
- Short term equipment (computer, copier, fax, printer, scanner) rentals

Please let us know how we can help contribute to the success of your upcoming event.

Roy Haddock
Convention Customer Service Specialist
FedEx Office
FedEx Kinko's is now FedEx Office
917-531-8688
Roy.haddock@fedex.com
Website: www.fedex.com/us/officeprint/conventions

CONFERENCE ROOM & WORK STATION RENTAL

Need an ad hoc meeting place? Want a private place to meet with customers away from the show floor? Need a headquarters for the event? FedEx Kinko's Office and Print Center is ideal. Our Executive Suites and Private Workstations are well suited and fully equipped with all of the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed Internet access, fax machine, printer, as well as a speaker phone - all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at 212-216-2900 or via email at usa1280@kinkos.com.

LIMITED AVAILABILITY

Company Name		Booth	Show Name
Billing Name			Room Rental Dates
Billing Address			
City, State/Country, Zip		E-Mail	
Contact		Telephone Number ( ) -	Fax Number ( ) -
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

Your signature below is required in order to process this request.

Customer Acceptance of Terms and Conditions:_____ **Date:**_____

TO PAY BY CHECK MAIL PAYMENT W/ORDER TO:

Description of Service	Item	Qty.	Price	Total
1. CONFERENCE ROOMS (Seats 8-10, Includes T-1 Access and All Domestic US Long Distance Calls): For Exhibitor rental only.				
A. Conference Room by the Hour	N-05		$ 150.00	
B. Confernce Room by the Day	N-06		$ 800.00	
2. WORKSTATIONS (Private Room - Includes T-1 Access and All Domestic US Long Distance Calls):				
A. Work Station by the 1/2 Hour	N-02		$ 20.00	
B. Work Station by the Hour	N-03		$ 40.00	
C. Work Station by the Day	N-04		$ 300.00	
			GRAND TOTAL	

TOTAL PAYMENT MUST ACCOMPANY ORDER.

FedEx Kinko's
655 WEST 34TH STREET
NEW YORK, NY 10001
Credit Card users ONLY may fax order to ***212-594-9205***

FedEx Kinko's USE ONLY C.C. Authorization #_____ Customer # _____

Received By _____ Check # _____Invoice # _____ Tracking # _____