

## Imagine It All...

A facility dedicated to executing all your business presentation and meeting needs. The convenience and peace-of-mind gained from having this facility strategically located at your meeting site. Technology minded hospitality professionals that respond effectively and efficiently to your changing requirements. The advantages of having access to technology products and services while you're away from your office.

## Imagine it all...then experience the reality.

- > Presentation Media
- > Copy And Print
- > Name Badges
- > Table Tents
- > Shipping With Every Major Carrier  
Inbound And Outbound
- > Graphic Design
- > Office Equipment Rental
- > Secretarial
- > Project Management And Preparation
- > Computer Workstations
- > Digital Media
- > Peripherals
- > Attendee Hand Out
  - Material Production
- > Binding
- > Laminating
- > Transparencies
- > Finishing
- > Signs

Call for detailed pricing.

Inviting, comfortable and loaded with the technology you expect while traveling.

That's Encore!



Business Center Services and Package Room  
Kim.Smithwaldrup@encoreglobal.com | O: 312-239-4410

# Information Guide

## Price Guide

### COPIES

Black & White Copies	\$0.20 per copy
Color Copies	\$1.75 per page
Black & White Transparency Copy	\$2.00 per page
Color Transparency Copy	\$3.00 per page
Black & White Oversized Copy	\$0.50 per copy
Specialty Paper Copy	\$1.50 per copy
Color Paper	\$0.10 per copy
3 Hole Paper	\$0.03 per copy
Resume Paper	\$0.25 per copy
Resume Envelopes	\$0.20 per envelope
Cardstock	\$0.25 per copy
8.5"x11" or 8.5"x14" (white)	\$12.00 per ream
8.5"x11" or 8.5"x14" (color)	\$18.00 per ream
8.5"x11" white card stock	\$22.00 per ream
11"x17" oversized	\$25.00 per ream

### PRINTING

Black & White	\$0.50 per page
Color	\$1.00 per page

### SCANNING

Black & White	\$0.75 per page
Color	\$1.75 per page

### FAX

	14.5% tax on all faxes
Inbound Domestic	\$1.00
Outbound Domestic	\$3.00
Outbound International	\$8.00 for first page
Scanning	\$3.00 per page or object

### FINISHING

	Call for details
Reduction/Enlargement	Call for details
Staple/Unstaple	Call for details
Folding/Hand	
Insertions	Call for details
Cut & Paste Clip Art	Call for details
Paper Cutting/Punching	Call for details
Binding	\$10.00
Paper Cutting/Punching	\$2.00

### MISCELLANEOUS

#### SERVICES

	Call for details
Word Processing	Call for details
Signs(large)	Call for details



# Shipping And Receiving

## Price Guide

Below are some guidelines for shipping packages to and from the Hyatt Regency Chicago.

The labeling on your packages should include:

Group Name/ On-Site Contact Name (or person claiming

packages) ORGANIZATION NAME and DATES OF FUNCTION

Hyatt Regency Chicago

151 East Wacker Dr.

Chicago, IL 60601

Please do not put hotel contact name on package.

ANY PACKAGES ADDRESSED TO EXHIBITION COMPANIES WILL BE REJECTED BY Encore.

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to meeting space, please allow 45-60 minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery.

## RECEIVING/SHIPPING PACKAGES - HANDLING FEES

Letter	\$5.00
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### **Inbound | Receiving**

Packages up to 5 lbs	\$7.00
Packages 6- 20 lbs	\$13.00
Packages 21-50 lbs	\$24.00
Packages 51 lbs & over	\$60.00
Skids/ Pallets	\$250.00

### **Outbound | Shipping**

Packages up to 5 lbs	\$7.00
Packages 6- 20 lbs	\$13.00
Packages 21-50 lbs	\$24.00
Packages 51 lbs & over	\$60.00
Skids/ Pallets	\$250.00

*The fees are subject to change without notice.*

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

The normal business staffing hours of the Business Center are:

Monday through Friday - 6:00am - 7:00pm

Saturday/Sunday - 7:00am - 4:00pm

Advanced notice required for large deliveries or freight scheduled outside of normal business hours.



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