

# Pennsylvania Convention Center BUSINESS CENTER

Located on the 200 level down the hall from meeting rooms, outside Exhibit Halls B & C (next to the Gift Shop)

Normal hours: Monday-Friday; 9am-5pm

Night and weekend show hours are always available upon request

*We cater to the needs of all of our customers: show management, exhibitors, event attendees, and local businesses. Our promise to you is to deliver excellent customer service and to satisfy all your business needs while away from the office.*

## Production Copier

### PHOTOCOPYING

We take your business seriously. We invested in a large scale, high capacity, quality, production-grade copier/printer to serve all your business needs. Our production copier produces fine detail text, spectacular color clarity and quality, and full bleed printing. Not only are your print jobs of professional quality, they are finished extremely fast. Rest assured your print jobs will be ready when you need them!

### FINISHING OPTIONS

Our high-quality production copier automatically executes a bunch of finishing touches to portray a professional look and feel. Our copier produces six different folding capabilities and styles; it collates, staples, folds, and saddle stitches any print job. In addition to this, our copier produces trimmed booklets up to 200 pages.

### FAXING/SCANNING/LAMINATING

We fax to local, long distance, and international destinations. We also scan any document and email it to you so you have an electronic copy at your fingertips. Give your materials a professional look and feel with long-lasting, durable quality - we laminate letter, legal, and tabloid-sized sheets.

#### For More Information, Please Contact:

Business Center | 1101 Arch Street  
Philadelphia, PA 19107

Tel: (215) 418-2326

Fax: (215) 418-2246

Email: [bizcenter@paconvention.com](mailto:bizcenter@paconvention.com)  
[www.paconvention.com/bizcenter](http://www.paconvention.com/bizcenter)

## Shipping Services

One of the most widely used and appreciated services the Business Center provides is package shipping. We ship both UPS and FedEx. As part of our shipping services, we have labels, envelopes, boxes, and tape so you do not need to come equipped with your own shipping equipment. We pack, seal, and ship everything for you. In our efforts to go green and save our environment, we use shredded, recycled paper in place of packing peanuts. Save time, money, and hassle – ship all your materials home and avoid lugging them around with you! Please note packages weighing over 75 pounds are considered freight and must be shipped through show management, show decorator, or dock services.

## Business Center Online

We realize you need business services 24/7/365. Our online services allow you to still get in touch with a representative from the Business Center in the late hours of the evening and also before you even come to Philadelphia and enter the Convention Center's doors. You can always email attachments to us ahead of time or at night to [bizonlinedocs@paconvention.com](mailto:bizonlinedocs@paconvention.com). We'll work on them first thing in the morning so they'll be waiting for you upon your arrival. This convenient service keeps your hands free to carry in other much-needed materials.

## Other Services

Our Business Center also provides other services to make your life easier. We can set-up a billing account so you can pay us at the end of your show and event. This allows you to come in, get what you need when you need it, and worry about billing and payment later. This coincides with our goal of getting you in and out quickly.

## Print 24/7/365

Conveniently print on-the-go from your laptop, USB drive, or Smartphone in presentation quality color or black & white with the touch of a button. Our PrintPOD® kiosk, located right outside of the Business Center, is available to use anyday, anytime – just "Log-in. Print. Go."



## Office Supplies

Don't worry if you forgot any office supplies while at the PA Convention Center. We offer a wide variety of general office supplies to help you continue getting business done:

- USB drives
- memory cards
- batteries
- disposable cameras
- Post-its
- pens
- paper
- staplers
- calculators and more