

2024 VENDOR SHIPPING INSTRUCTIONS

Good afternoon,

I hope your day is going well. I am contacting you in regard to your planned convention event at Harrah's Resort 1/11-18 from our on-site The UPS Store. We are responsible for seeing to any shipping or printing needs you may have. Our intent is to forecast these ahead of time so that all is in order prior to the start of your convention. If you have already shipped to the resort, don't worry as we are in a period of transition and your packages will be handled by the resort's warehouse.

Our ship to address is:

The UPS Store at Harrah's Resort
ATTN: Amanda McGowen, NCACP Conference
123 Harrah's Service Rd
Cherokee NC, 28719

Phone: **828-497-8812**

This address will work for small parcels up to freight, so all will be delivered to that one location. Your packages will be stored in a secure area until your event. We will deliver packages to your event/conference location when you would like. We can also facilitate outbound shipping if you have anything going back. I attached the table of handling fees.

We can also handle your printing needs. Anything from small cards to large banners and wraps. We have a few ways to receive files. You may send an email to the store at store7549@theupsstore.com, use our print website at theupsstore.com/7549, by phone or in person. We will have print products ready for you on arrival. If needs arise once already here, we can take care of them as well. Turn around is quick, usually same day or immediate for small jobs. Large

orders are best sent a couple of weeks out. I have attached our print booklet for your review.

We are always available by phone or email for discussion or to answer questions. We want you to have a pleasurable experience so don't hesitate to contact us.

Thank you,

Matt

The UPS Store #7549

[40 Convention Center Dr](#)

[Cherokee, NC 28719](#)

828-497-8812

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Amanda McGowen

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