

CAESARS PALACE RESORT & CASINO

Convention Parcel Center

3570 Las Vegas Blvd., S

Las Vegas, NV 89109

Ph: 702-731-7270 Fax: 702-731-7234

gcarter@caesars.com



TABLETOP EXHIBIT SHIPMENTS—26 and above exhibit hall

NAME OF EVENT (SHOW NAME / SHOW DATE):

COMPANY NAME:

TABLE #:

CONTACT NAME:

PHONE #:

EMAIL ADDRESS:

For Assistance, please call 702-731-7270 to speak to one of our Parcel Center Managers.

INBOUND PACKAGE HANDLING SERVICES

Your shipment will be delivered and available in the exhibit area providing the Hotel Packaging Center has received your completed Exhibitor Credit Card Authorization Form.

Recipients that do not fax Exhibitor Credit Card Charge Authorization Form are to contact the **Parcel Center at 702-731-7270** to arrange for delivery to the exhibit space. **Package Center Delivery Hours of are 7:00AM – 6:00PM daily.**

PACKAGE HANDLING FEES

There is a standard handling & processing charge that is assessed to all packages and freight that are sent to The Caesars Package Center based on weight of each piece.

Flat Rate (26 and above Tabletop Exhibit Hall)

\$250.00 Flat Rate per Exhibit Tabletop (up to 150lbs maximum combined total weight)

IMPORTANT: Any weight exceeding 150lbs. will incur a \$5.00/lb. charge in addition to the \$250.00 flat rate charge.

Example Exhibitor Shipment:

- 1 - 90lb. Exhibit Pop-up Display Case
- 2 – Boxes of Printed literature @ 25lbs. each

Total Weight: 150lbs.

Flat Rate Total: \$250.00

ADDRESS REQUIREMENT

First & Last Name (Guest)

Caesars Package Center
 3570 Las Vegas Blvd., S.
 Las Vegas, NV 89109

Event Name & Dates

Guest Mobile Contact Number

_____ of _____ (ex. 1 of 10)

Standard pallet size is 40" x 48"

Oversized Pallets/Crates/Skids are subject to additional charge.

*All prices subject to change

Example Exhibitor Shipment – Over 150 lb. maximum:

- 1 - 90lb. Exhibit Pop-up Display Case
- 1 – 65lb. Case
- 2 – Boxes of Printed literature @ 25lbs. each

Total Weight: 180lbs.

Flat Rate Total: \$250.00 + 30lbs. over @ \$5.00/lb.: \$150.00;

Flat Rate Total: \$400.00



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EXHIBITOR CREDIT CARD CHARGE AUTHORIZATION

NAME OF EVENT (SHOW NAME / SHOW DATE): _____

COMPANY NAME: _____

TABLE #: _____

CONTACT NAME: _____

PHONE #: _____

EMAIL ADDRESS: _____

For Assistance, please call 702-731-7270 to speak to one of our Parcel Center Managers.

Credit Card Number: (To be entered on the bottom of the form in the boxes provided)

Cardholder's Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: (_____) _____ **Fax Number:** (_____) _____

Expiration Date: ____ / ____

Estimated Amount to be charge: \$ _____ **Date to be Charged:** _____ **Daily Limit:** \$ _____

I authorize and acknowledge all of the aforementioned charges and any additional charges will be posted to my credit card in the form of an advance deposit or for full payment for the person(s)/function(s) designated above. I acknowledge that any cancellation fees, penalties or minimum requirements agreed to in our signed contract/order form/package manifest, etc. may also be charged to my credit card. I understand that upon receipt of this form, Caesars Entertainment, may hold sufficient funds to cover the anticipated charges.

X _____

Cardholder's Signature

Date

Please email to ATTN: GEORGE CARTER @ gcarter@caesars.com

This Block for Company use only:

Charge Processed by (Employee Name): _____

Employee to enter the date card information was entered into POS System: _____

Employee to enter the reference to the Confirmation Number or the Transaction Number the charge is applied to: _____

Customers—Please enter each digit of your Credit Card Number in the 16 blocks provided below:

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(Card numbers to be removed and destroyed after posting of

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EXHIBITOR SHIPMENT PACKAGE MANIFEST

NAME OF EVENT (**SHOW NAME / SHOW DATE**):

COMPANY NAME: _____ TABLE #: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

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PLEASE LIST ALL TRACKING NUMBERS BELOW TO ASSIST CAESARS WITH CAPTURE OF ALL MATERIALS.

CARRIER (FedEx, UPS, USPS, Other)	TRACKING NUMBER <i>Indicate master tracking number if multi-piece shipment</i>	WEIGHT <i>All tracking numbers are rounded up to the next whole number</i>
TOTAL NUMBER OF PACKAGES SHIPPED:		