

PACKAGE CENTER

TELEPHONE: 702-731-7270 FAX: 702-731-7237

The Caesars Package Center is open seven days a week (holidays vary). Hours of operation are: Monday - Sunday, 7am to 7pm
Note: Last delivery run is approximately 6:30pm due to transit time to some areas of the property

KEY CONTACTS

Angie Barragan

Caesars Package Center Assistant Manager
Office: 702-731-7009
Mobile: 702-672-3194
Fax: 702-731-7234
abarragan@caesars.com

George Carter

CET Package Operations Manager
Office: 702-731-7057
Mobile: 702-481-2308
Fax: 702-731-7234
gcarter@caesars.com

IMPORTANT

Shipments should arrive to the hotel no sooner than three business days prior to guest arrival.*

RECEIVING INSTRUCTIONS

To ensure proper delivery please follow the address labeling instructions below:

First & Last Name (Guest)
Caesars Package Center
3570 Las Vegas Blvd. S.
Las Vegas, NV 89109
Group/Conference and Arrival Dates
Guest Mobile Contact number
___of___ (ex. 1 of 10)

PACKAGE HANDLING FEES

There is a standard handling and processing charge that is assessed to all packages and freight that are sent to the Caesars Package Center based on weight.

SERVICE FEES

Boxes/Tubes (Inbound/Outbound) By Weight in Pounds:

Letters	05.00 each	31 - 40	30.00 each	81 - 100	80.00 each
00 - 10	10.00 each	41 - 60	40.00 each	100+	.80 each pound
11 - 20	15.00 each	61 - 80	50.00 each	Pallet/Skid/Crate	400.00 each
21 - 30	20.00 each				

*Storage fees may apply for items arriving more than three days in advance of group or individual arrival date.

HOW TO PICK UP YOUR SHIPMENT

- Group/Meeting Planners are encouraged to arrange delivery of their shipments in advance by contacting their assigned Convention Service Manager or by contacting the Package Center at 702-731-7020.
- Recipients are encouraged to contact the Package Center at 702-731-7270 to arrange for delivery to an agreed upon location (outside of Conference Ctr Entrance, Guest Room, Lobby, etc).

GROUP/MEETING PLANNERS SHIPPING OUTBOUND

- Group/Meeting Planners should make arrangements with their assigned Convention Services Manager or by contacting the Package Center at 702-731-7270.

ALL INDIVIDUAL ATTENDEES AND EXHIBITORS SHIPPING OUTBOUND

Guest/Attendees/Exhibitors are invited to contact the FedEx Office Business Center located in the Palace Tower Shops Casino Level by calling 702-866-1100.

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PALACE**
LAS VEGAS

All prices are subject to change.

Must be 21 or older to gamble. Know When To Stop Before You Start.® Gambling Problem? Call 1-800-522-4700. ©2017, Caesars License Company, LLC.