

The Orleans Hotel and Casino Business Center
Shipping Policy & Instructions

for

NRHSA Event September 11-14, 2022

Any questions or comments regarding shipping should be directed to:

gppsorleans@bizcntr.com

Direct Line: 702-365-7040

Hotel Operator:702-365-7111

EXHIBITORS

INCOMING SHIPMENTS TO THE SHOW AT THE **ORLEANS HOTEL**

Inbound packages/crates to The Orleans:

- All packages are sent to our Business Center office. All incoming, and outgoing packages, crates, etc. are subject to handling fees based on weight per item.
- Attached are the exhibitors shipping authorization form, and the handling fee schedule. It's important to clarify that shipping costs charged by independent carriers such as FEDEX or UPS are separate from the handling fees the business center charges for both incoming and outgoing packages or crates, etc.
- Tipping is optional but customary.

***Inbound packages (to the hotel) will be expected to arrive to the business center between August 29th, but no later than September 9th. PLEASE KEEP IN MIND THAT MONDAY, SEPTEMBER 5TH IS A HOLIDAY, SO THERE WILL BE NO SHIPMENTS THAT DAY. There are no storage fees. Therefore, you are welcome to ship at your earliest convenience.**

***Shipping labels should be addressed as follows:**

The Orleans Hotel & Casino

(Name of Event/Show), Table # _____

Attention: Name of the company attending the event, and company contact during the event (including their cell number)

4500 W. Tropicana Ave

Las Vegas, Nevada 89103

Business Center hours will be extended to aid in the expedition of packages:

Monday, September 12th : 8am to 5pm

Tuesday, September 13th :9am to 2 pm

Wednesday, September 14th : 9am to 7pm

- The business center staff will deliver all packages to your assigned booth prior to set up as long as an exhibitor form with credit card information (see form below) is provided in advance. Otherwise, exhibitors will be required to stand in line at the business center to claim their packages. Handling fees apply.