

OUTGOING SHIPMENTS FROM THE EVENT AT THE ORLEANS HOTEL- SEPTEMBER 14TH

Outbound packages/crates from The Orleans:

- **How to ship using your own UPS/FEDEX or private carrier account:**

(Handling fees apply based on weight per item). All UPS/FEDEX labels and shipping supplies can be provided by the business center. Please call in advance for special package needs to keep at hand if necessary.

Please keep in mind, FEDEX does not provide labels for ground shipments. Therefore, a shipping authorization form must be filled out for that purpose.

- **What if your company does not have a UPS or FEDEX account?:**

You can still ship through the business center via FEDEX ONLY, the price of shipping is based on distance, dimensional weight, and time expected for delivery i.e.

(ground/express saver/two-day/overnight). Shipping authorization forms must be filled out completely to process.

- **DO NOT SCHEDULE FEDEX OR UPS WITH CALL TAGS, AS WE DO NOT ACCEPT THEM.**

IF YOU SUBMIT A SHIPPING AUTHORIZATION FORM WITH CREDIT CARD INFORMATION IN ADVANCE PRIOR TO THE EVENT: **Please have your packages properly labeled and ready to ship on your table at the conclusion of the event. Additionally, please leave a business card or contact information with email addresses so we can scan /email receipts for your records. The Business Center will pick up all packages directly from your table and charge your credit card on file for the applicable handling fees, based on weight per package. You may experience shipping delays if the packages are not properly labeled or sealed or if you did not submit a shipping authorization form prior to the event.**

IF YOU DID NOT SUBMIT A SHIPPING AUTHORIZATION FORM: **Bring all labeled and sealed boxes to the Business Center to be shipped. A handling fee will be charged based on weight, per package.**

FEDEX AND UPS SHIPPING LABELS ARE AVAILABLE AT THE BUSINESS CENTER, AND PACKING TAPE IS AVAILABLE FOR PURCHASE FOR \$10 A ROLL. THE BUSINESS CENTER AT THE ORLEANS IS ENVIRONMENTALLY FRIENDLY. THEREFORE, WE OFFER RECYCLED BOXES TO SHIP FREE OF CHARGE.

FREIGHT: IF YOU HAVE OUTGOING FREIGHT (PALLETS OR CRATES THAT REQUIRE A FORK LIFT) PLEASE CONTACT THE BUSINESS CENTER.