

The Orleans Hotel & Casino Business Center
Shipping Policy & Instructions
NRHSA Show October 4 -7, 2026

Any questions or comments regarding shipping should be directed to:

gppsorleans@bizcntr.com

Direct Line: 702-365-7040

- **Hotel Operator: 702-365-7111** -
- Please ask operator to be transferred to the business center

EXHIBITORS

INCOMING SHIPMENTS TO THE ORLEANS CONVENTION CENTER

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 or dimensional weight per item, whichever is higher.
- 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.

Business Center Hours: Hours may vary

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

Monday, October 5: 8 A.M. to 5 P.M.

Tuesday, October 6: 9 A.M. to 2 P.M.

Wednesday, October 7: 9 A.M. to 7 P.M.

- **Tipping is optional but customary.**

***Inbound packages (to the hotel) will be expected to arrive to the business center between Tuesday, September 22, but no later than Thursday, October 1**
For your convenience, we have waived the storage fees. Therefore, you are welcome to ship at your earliest convenience.

*******PLEASE READ BELOW*******

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

The Orleans Hotel & Casino

(NRHSA Conference), Table # _____

Attn: Name of the company attending the event,

On-site contact during the event (First Name, Last Name (including their cell number))

4500 W Tropicana Ave

Las Vegas, Nevada 89103

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, which may cause delays. Handling fees apply.

Please affix a separate sheet to each package with the information below:

NRHSA Show October 4 -7, 2026

Table # _____

Attn: Company Name _____

**On-site contact during the event:
(First Name, Last Name (including their cell number))**

Mobile Number: _____

**The Orleans Hotel & Casino
4500 W Tropicana Ave
Las Vegas, Nevada 89103**

The Orleans Hotel and Casino – Las Vegas

NRHSA Show October 4 -7, 2026

Exhibitors: In order to guarantee delivery of incoming packages/ freight to your booth prior to set up for:

Company name _____

Booth # _____

Please fill out and scan/email this form to the Orleans Hotel & Casino to gppsorleans@bizcntr.com for material handling fee payment **NO LATER THAN Date: September 25, 2026**

Exhibitors who choose not to send this information will have to get in line at the Orleans Hotel & Casino business center during business hours, and wait for delivery, which can cause further delays.

Payment (check options) - (Please refer to handling fee schedule below)

INBOUND

OUTBOUND

(May require shipping form- please read shipping policy)

Credit Card Number: _____

Expiration Date: _____ 3-digit code: _____

Billing Zip Code: _____ Room #
/Reservation# (If Known):

Registered Guest – Room #: _____

Amount: \$ _____

Signature: _____

**OUTGOING SHIPMENTS FROM THE SHOW
AT THE ORLEANS HOTEL (October 7)**

**Outbound packages/freight
From The Orleans:**

How to ship using your own UPS/FEDEX or private carrier account from The Orleans Hotel: (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.

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 form must be filled out completely to process. (see form below)**

- **DO NOT SCHEDULE FEDEX OR UPS WITH CALL TAGS** The Orleans Hotel has a daily scheduled pick up from these two carriers. Please contact the business center with any questions.

*******PLEASE READ BELOW**

IF YOU ARE SHIPPING FROM THE ORLEANS*****

*******YOU MAY LEAVE YOUR PACKAGES AT**

THE MARDI GRAS BALL ROOM*****

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: Freight Shipping Authorization available upon request.

IF YOU HAVE OUTGOING FREIGHT (PALLETS OR CRATES THAT REQUIRE A FORK LIFT)

PLEASE CONTACT THE BUSINESS CENTER at gppsorleans@bizcentr.com



Business Center at The Orleans Hotel & Casino
GPPS – Global Printing Packing Shipping (FASC) FedEx.

Sender's Name: _____		Date: _____	
Home Address: _____		Phone #: _____	
City: _____		State: _____	Zip: _____
Deliver To (Name): _____		Phone #: _____	
Company: _____			
Street Address: _____			
City: _____		State: _____	
Country: _____		Zip: _____	
PACKAGE INFORMATION			
Fed Ex Overnight _____ Fed Ex 2nd Day _____ Fed Ex Saver _____ FedEx/UPS Ground _____ Fragile? Yes _____ No _____ Est. Deliver Date _____	Weight: _____ lbs. Dimensional Weight: _____ lbs. Dimensions _____ Declared Value: \$ _____	If using your own account: FEDEX Acct # _____ UPS Acct # _____ Email: _____	
BILLING INFORMATION (Credit Card Information is Required)			
Visa _____ MC _____ AMEX _____ Discover _____			
Credit Card Number: _____		Billing address Zip Code _____	
Expiration Date: _____		3-digit code (on the back of the card) _____ Total Due: \$ _____	
SHIPPING INFORMATION			
<p>1. The above carrier for all parcels accepted by GPPS is subject to refusal for Shipment by the Carrier.</p> <p>2. GPPS and Carriers do not accept, cannabis, edible, vapor products, hazardous materials, alcohol, tobacco or any "unauthorized" items according to FedEx regulations for shipment at the date of shipment. GPPS assumes no responsibility for those items under any circumstance of loss or damage.</p> <p>3. GPPS shall act as agent only for the above receipt and forwarding of parcel(s) by the Customer, whose name and address appears above. GPPS assumes no liability for the successful completion of delivery of the parcel(s) accepted for shipment nor for the damage or mishandling of said parcel(s). In the event of loss or damage to said parcel(s), GPPS will act as agent on behalf of the Customer for the filing and processing of claims. It is hereby expressly agreed GPPS shall have no liability if any claim is denied or paid only in part by the Carrier. Parcels packaged by the Customer or any GPPS Specialist not meeting the Carrier's packing standards are not covered for damage during shipment. Customer acknowledges that the carrier's packing standards for shock, vibration & compression have been explained by GPPS. GPPS assumes no responsibility or liability for loss or damages to a parcel packed by the customer or any GPPS specialist.</p> <p>4. It is also agreed, that provided the Customer has paid the appropriate "Declared Value" insurance fees, the Carrier's liability is limited to the repair or replacement value of damaged or lost items of readily ascertainable market value, not to include items of sentimental value, and the customer must provide proof of value for FedEx to honor a claim at its entire discretion.</p>	<p>Failure to disclose the "Declared Value", and pay additional insurance fees will be subject to FedEx entire discretion to only pay a maximum of \$100 if the claim is approved. If parcel (should arrive damaged, the recipient must save all packaging materials/cartons and must arrange for inspection of the damaged parcel(s) with the Carrier's local agent or claim may be denied.</p> <p>5. GPPS is not liable for the failure of the Carrier to properly collect or remit funds for COD parcels. Furthermore, recipient's check shall be accepted for COD's at Customer's risk unless otherwise noted on COD form.</p> <p>6. Customer shall not hold GPPS liable for failure to make timely delivery on delivery date specified. Any statement by GPPS as to probable date of delivery by Carrier is a statement of opinion only, and shall not be warranted in any manner. GPPS shall not be liable for any delays in shipments or deliveries by any carrier (UPS/FedEx/USPS or similar).</p> <p>7. The foregoing constitutes the full and complete agreement between GPPS and Customer, and supersedes all prior/subsequent representations either written or oral.</p> <p>8. Claims not made in writing within 10 DAYS for air shipments or 3 MONTHS for ground shipments are WAIVED.</p> <p>9. Customer authorizes the Business Center to charge any excess amount to the credit card listed above or the credit card used on file for any reservations with the hotel should a discrepancy occur after FedEx provides statement on shipment.</p> <p>(Customer's Initials) _____</p>		
Customer's Signature			
Signature: _____			



Business Center

Managed & Operated by
GPPS- Global Printing Packing Shipping

A FedEx Authorized Ship Center **FedEx**

Direct (702) 365-7040

Fax: 702.365.7041

gppsorleans@bizcntr.com

Package Handling Services Receiving and Shipping Handling Fees Fees Subject to change without notice

Flat Envelopes	\$7.00
15LBS or less	\$15.00
16LBS to 20LBS	\$17.00
21LBS to 30LBS	\$22.00
31LBS to 40LBS	\$27.00
41LBS to 50LBS	\$32.00
51LBS to 75 LBS	\$42.00
76LBS to 99 LBS	\$52.00

Receiving and Shipping Pallet Handling Fees

100 LBS. & UP	\$0.70 Per Pound
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†Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$150.00 per hour with a minimum of \$75.00 for a minimum of 30 minutes.

Minimum Pallet Charge \$350 per pallet

Disclaimer: Event contract discloses handling and storage fees apply.

By shipping to this property, you are agreeing to pay for handling fees applicable to inbound and outbound packages, freight, and other charges. Handling fees apply even if you bring your own labor to load or unload freight. Handling fees do not apply to booth set up.

Storage Fees

Package Weight	Storage Fee After 5 Days
Envelopes up to 1.0 lb.	No Charge
0.0 - 10.0 lbs.	\$5
10.1 - 30.0 lbs.	\$10
31.0 - 60.0 lbs.	\$15
60.1 - 150 lbs.	\$25

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping.

OBTAIN APPLICABLE INSURANCE COVERAGE ON PACKAGE CONTENTS PRIOR TO SHIPPING.

Neither the Property nor FedEx Authorized Ship Center Office provide such insurance. Neither the Property nor FedEx Authorized Ship Center Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Authorized Ship Center Office may establish from time to time for receiving and delivering of packages.

CONVENTION CENTER



The ORLEANS

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