

# 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.

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