

PALMS®

Guest Shipping & Receiving

4321 West Flamingo Road
Las Vegas, NV 89103
Direct: 702.942.6150
Fax: 702.942.8061

Thank you for choosing the Palms Resort business center for your shipping needs. Our guest shipping & receiving department handles all incoming and outgoing packages to and from the hotel. As a service to our guests and event attendees, we will be happy to deliver your package(s) anywhere you would like in the hotel. Our hotel's Business Center handles all requests for shipping and delivering. Please contact us and we will be happy to assist you.

Hours of Operation

Monday through Friday: 7am – 6pm
Saturday: 8am – 5pm Sunday: 9am – 4pm

<u>Shipping & Handling Fees</u> (per box)		<u>Shipping Supplies</u>		<u>Additional Shipping Services</u>	
Receiving Envelope or Pak	\$5.00				
Receiving Class 1 (1 to 15 lbs)	\$10.00	Packaging Tape	\$12.00	Palletizing (per pallet)	\$50.00
Receiving Class 2 (16 to 30 lbs)	\$15.00	Box Cutter	\$5.00	Bubble wrap (per foot)	\$1.00
Receiving Class 3 (31 to 40 lbs)	\$20.00			Boxes	\$5.00
Receiving Class 4 (41 to 50 lbs)	\$25.00			Pallet Break down	\$150.00
Receiving Class 5 (51 lb and over)	\$0.85/lb				
Shipping Envelope or Pak	\$5.00				
Shipping Class 1 (1 to 15 lbs)	\$10.00				
Shipping Class 2 (16 to 30 lbs)	\$15.00				
Shipping Class 3 (31 to 40 lbs)	\$20.00				
Shipping Class 4 (41 to 50 lbs)	\$25.00				
Shipping Class 5 (51 lb and over)	\$0.85/lb				

ENCORE
EVENT TECHNOLOGIES

A Freeman Company

Addressing your package

- Packages should be addressed to the **recipients name** (the person responsible for receiving the package at the hotel).
- Please address your package in the following manner:
“First Name, Last Name” – you may also add “hotel guest” or “event name” or “booth #” after recipient name
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- Packages addressed only to the group name, your caterers name, ballroom, booth number, etc. are more likely to get confused with other packages. We reference only by recipient. Packages will be referenced by the information on the shipping label only. Writing the recipient's name in marker on the side of the box, for example, will not ensure efficient delivery.

Receiving your package

- Upon the packages arrival we will send a message to the name of the recipient explaining how to receive their packages.
- If the recipient is not a guest, they can contact the business center to arrange for delivery of their package.

Shipping your package at the end of your stay

- The business center offers full service shipping for Fed Ex and UPS.
- No pickups are scheduled for Saturdays. Arrangements can be made at additional costs. Sunday pickup is not available.