

The Orleans Hotel Business Center
Shipping Policy & Instructions
for
The 2018 ASBA Show (April 12-14)

Any questions or comments regarding shipping should be directed to:

John H. Olarte, Business Center Manager
gppsorleans@bizcntr.com
Office 702-992-0599
Mobile 702-561-1400
Fax- 702-953-6752

EXHIBITORS

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

Inbound packages/crates to The Orleans:

- The Orleans is a non-union hall. All packages are sent to our business office instead of a union contractor. Our fees are much less as such. 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.

Business Center hours:

Monday to Friday 7 AM – 6 PM

Saturday/Sunday 8 AM – 2 PM

For special delivery accommodations outside the normal business hours, please contact John Olarte, Business Center Manager.

- Tipping is optional but customary.

***Inbound packages (to the hotel) will be expected to arrive to the business center between April 2, 2018, but no later than April 6, 2018. There are no storage fees. Therefore, you are welcome to ship at your earliest convenience.**

Inbound freight can only be accepted between April 5, 2018, but no later than April 6, 2018.

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

The Orleans Hotel & Casino

ASBA Show, Table # _____

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

4500 West Tropicana Avenue

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. Handling fees apply.

**The Orleans Hotel and Casino – Las Vegas
ASBA Event – April 12-14, 2018**

Exhibitors:

Company Name _____

In order to guarantee delivery of your incoming packages or freight to your booth # _____ prior to set up, Please fill out and scan/email this form to the Orleans business center to gppsorleans@bizcntr.com or fax to 702-953-6752 for material handling fee payment **NO LATER THAN, March 31, 2018.**

Exhibitors who choose not to send this information will have to get in line at the Orleans business center 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 on Room: _____

Amount: \$ _____

Signature:

OUTGOING SHIPMENTS FROM THE SHOW AT THE ORLEANS HOTEL (April 14, 2018)

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 OR FOR BOX PICK UP. The Orleans hotel has a daily scheduled pick up from these two carriers.** Please contact the business center with any questions.

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 \$6 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 MANAGER – John H. Olarte at gppsorleans@bizcntr.com

ASBA Event
Business Center at The Orleans Hotel & Casino
Company Name _____ Table Number _____

OUTBOUND SHIPPING (from the hotel) AUTHORIZATION FORM

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 _____	Weight _____ LBS. Dimensions _____ Declared Value: \$ _____	If using your own account:
Fed Ex 2 nd Day _____		FEDEX Acct # _____
Fed Ex Saver _____		UPS Acct # _____
FedEx/UPS Ground _____		Email: _____
Fragile? Yes <input type="checkbox"/> No <input type="checkbox"/>		

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: \$ _____

DISCLOSURE	
1. The above carrier for all parcels accepted by Business Center Solutions is subject to refusal for Shipment by the Carrier. 2. Business Center Solutions and Carriers do not accept hazardous materials for shipment. 3. Business Center Solutions shall act as agent only for the above receipt and forwarding of parcel(s) by the Customer, whose name and address appears above. Business Center Solutions 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), Business Center Solutions will act as agent on behalf of the Customer for the filing and processing of claims. It is hereby expressly agreed Business Center Solutions shall have no liability if any claim is denied or paid only in part by the Carrier. Parcels packaged by the Customer or any Business Center Solutions 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 business center solutions. business center solutions assumes no responsibility or liability for damages to a parcel packed by the customer or any business center solutions specialist. parcels indicated above that have been packed by the customer or any business center solutions specialist is covered for loss not damage.	4. It is also agreed, that provided the Customer has paid the appropriate "Declared Value" 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. If parcel(s) 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. 5. Business Center Solutions 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. 6. Customer shall not hold Business Center Solutions liable for failure to make timely delivery on delivery date specified. Any statement by Business Center Solutions as to probable date of delivery by Carrier is a statement of opinion only, and shall not be warranted in any manner. Business Center Solutions shall not be liable for any delays in shipments or deliveries by Business Center Solutions. 7. The foregoing constitutes the full and complete agreement between Business Center Solutions and Customer, and supersedes all prior/subsequent representations either writer or oral. 8. Claims not made in writing within 10 DAYS for air shipments or 3 MONTHS for ground shipments are WAIVED. 9. Customer authorizes Business Center Solutions to charge any excess amount should a discrepancy occur after FedEx provides statement on shipment. (Customer's Initials) _____

Customer's Signature
Signature: _____

Handling Fees Summary

shipping & receiving	
express envelopes	\$5.00
boxes 15 lbs or less	\$12.00
boxes 16 lbs to 30 lbs.	\$17.00
boxes 31 lbs to 50 lbs.	\$22.00
boxes 51 lbs to 75 lbs.	\$27.00
boxes 76 lbs to 99lbs.	\$37.00
boxes 101 lbs and above	.55 per lb.
incoming and outgoing freight and pallet Shipments will be charged per weight:	.55 per lb.

Calculate material handling per item based on weight:

of Packages X Weight = Handling fee \$_____