PACKAGE CENTER

Telephone: 702-777-2475    Fax: 702-777-6544

(All prices are subject to change.)
The Rio Package Center is open seven days a week.
Hours of operation are: Monday – Friday 7am to 6pm and Saturday – Sunday 8am to 4pm

Key Contacts:
Greg Paquet, Rio Package Center Supervisor
Office: 702-777-2475
Mobile: 702-469-9628
Fax: 702-777-6544
GPaquet@lvrio.harrahs.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)
Rio Package Center
3700 W. Flamingo Road
Las Vegas, NV 89103

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 Rio Package Center based on weight.

SERVICE FEES
Boxes/Tubes (Inbound/Outbound) By Weight in Pounds:
• Letters 05.00 each
• 00-10 10.00 each
• 11-20 15.00 each
• 21-30 20.00 each
• 31-40 30.00 each
• 41-50 40.00 each
• 51-80 50.00 each
• 81-100 80.00 each
• 100+ .80 each pound
• Pallet/Skid/Crate 400.00 each

*Storage fees may apply to 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 Services Manager or by contacting the Package Center at 702-777-2475.

• Recipients are encouraged to contact the Package Center at 702-777-2475 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 702-777-2475.

ALL INDIVIDUAL ATTENDEES AND EXHIBITORS SHIPPING OUTBOUND

• Guest/Attendees/Exhibitors are invited to contact the FedEx Office Business Center located at the entrance to the Conference Center by calling 702-777-2476.

CAESARS MEANS BUSINESS

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