

NIPS Conference 2012 - S12NIPS-SN
EXHIBITOR INFORMATION
Receiving, Shipping, Storage and Additional Requests

The following information will provide Exhibitors with shipping, receiving & storage guidelines as well as information regarding additional needs.

SHIPPING MATERIALS/MERCHANDISE/EXHIBITS

Exhibitors are responsible for the arrangements and all expenses of shipping all items to and from Harrah's or Harveys Resort & Casino.

ADDRESS

All shipments *must* be addressed using the following example for the appropriate property:

Harveys Resort & Casino
18 US HWY 50
Stateline, NV 89449
Attn: Group Services – 3rd floor
Exhibitor Name: Group Code: S12NIPS-SN

DRAYAGE/HANDLING CHARGES

The following charges apply for all incoming and outgoing shipments. Drayage charges are the responsibility of each vendor. Charges can be posted to a Credit Card for incoming and outgoing items. (Prices are subject to change)

0 – 35 lbs	\$20.00	36 – 70 lbs	\$30.00	71 – 99 lbs	\$40.00
over 100 lbs	\$.50 per pound	Pallet Price	\$.50 per pound		

STORAGE

All shipments received using the above example will be delivered to Convention Stewards at the specified property and placed in storage on the Convention Center floor.

Note: Harrah's and Harveys Resort & Casino have limited storage facilities. Boxes should be scheduled for delivery no more than 2-3 days prior to the group arrival. **Banquet storage areas are not securable.**

RECEIVING BOXES ON PROPERTY

All boxes must be signed for by each exhibitor as indicated on the address label. Boxes will be made available to exhibitors at the time specified on the Banquet Event Order for Exhibitor Load In. If locating boxes outside this time, please contact the Convention Stewards Department through the Hotel Operator at the following pager number:

Convention Steward Cell Phone 1-775-209-5706

Note: Please have your tracking numbers available for assisting us with lost or misplaced items

RETURN SHIPPING

Prior to Exhibitor Breakdown, Convention Steward Staff will place Outgoing Shipping and Handling Forms in the Exhibit Area. This sheet along with the appropriate UPS or Federal Express label must be completed in its entirety. FedEx and UPS Shipping Labels are available through the Convention Stewards or the Group Services Office. The shipping label must be adhered to the box and the Outgoing Handling Sheet placed in the envelope provided and set on the box. All boxes are to be left with the correct completed paperwork on the exhibit table. Convention Stewards will pick up all items for shipping from the Convention Center floor for processing.

Note: FedEx and UPS are the only companies that have scheduled drop-off and pick-up times at our Receiving Dock.

If using a freight Company other than UPS or FedEx, sender is responsible for calling that shipping company.

- It is the responsibility of the sender to ensure that all items to be shipped are labeled and packaged properly. All items must be completely shipment ready.
- No items will be shipped without the completed Outgoing Drayage Sheet and correct shipping label.
- Payment for Drayage Fees cannot be charged to Hotel room folios. A credit card must be provided.
- FedEx and UPS require either a credit card or appropriate account number.
- For the "Shippers Address" on the FedEx/UPS Label, please utilize the correct address provided above for either Harrah's or Harveys.
- Retain the Shippers Copy of the shipping label for record and tracking number.

FED EX:	Daily delivery to Harrah's/Harveys between 10:00am and 12:00pm NO WEEKEND DELIVERY
UPS:	Daily delivery to Harrah's/Harveys between 11:30am and 12:00pm NO WEEKEND DELIVERY

INTERNATIONAL SHIPPING

To reduce potential customs delays, all international shipping documents should contain complete and accurate information at the time of tendering the package to the carrier. Failure to do so in a timely manner may result in delays, seizures and/or penalties imposed by regulatory agencies. Invalid or incomplete commodity descriptions are the primary reason shipments are delayed by Customs. A good description should answer the following questions.

Fax Completed Form To: Kristina Anderson 775-586-6590

