

# 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 – 60 40.00 each
- 61 – 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.

## ALL INDIVIDUAL ATTENDEES AND EXHIBITORS SHIPPING OUTBOUND

- Guest/Attendees/Exhibitors are invited to contact the UPS Store located at the entrance to the Conference Center by calling 702-777-2476.

## 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.

**rio**  
RioLasVegas.com