

Package Handling Information

Telephone: (702) 946-3736 | Fax: (702) 946-4643

Hours of Operation: 8am-4pm daily

Angie Barragan, Citywide Package Room Manager

Email: abarragan@caesars.com | Mobile: (702) 343-7903

Receiving Packages

To ensure proper delivery and receipt of materials shipped to the Hotel, please label packages as follows:

AE

Guests

Recipient Name (GUEST)
 Guest Arrival Date
 c/o Horseshoe Las Vegas
 3645 Las Vegas Blvd S Las
 Vegas, NV 89109
 __ of __ (e.g. 1 of 10)

Paris Guests

Recipient Name (GUEST)
 Guest Arrival Date
 c/o Paris Hotel Las Vegas
 3655 Las Vegas Blvd S Las
 Vegas, NV 89109 __ of __
 (e.g. 1 of 10)

Please do not send parcels to your Catering Conventions Services Manager.

Shipments should arrive to the hotel no sooner than three (3) business days prior to Guest's arrival.

Storage fees may apply for items arriving more than 3 days in advance of group or individual arrival date.

Package handling fees

All packages received for the group (individual attendees/vendors) will be subject to the current shipping/handling charges, as follows:

By weight in pounds

Package Type	Handling Fee
Letters 2 pounds and under in weight	\$5.00 each
Letters 2-10 pounds in weight	\$10.00 each
Boxes/Tubes 2-10 pounds in weight	\$10.00 each
Boxes/Tubes 11-20 pounds in weight	\$15.00 each
Boxes/Tubes 21-30 pounds in weight	\$20.00 each
Boxes/Tubes 31-40 pounds in weight	\$30.00 each
Boxes/Tubes 41-60 pounds in weight	\$40.00 each
Boxes/Tubes 61-80 pounds in weight	\$50.00 each
Boxes/Tubes 81-100 pounds in weight	\$80.00 each
Boxes/Tubes 100+ pounds in weight	\$.80 per pound
Pallets/Skids/Crates*	\$400.00 each

* Shipments made to the Hotel by a shipping company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance. Please notify your Catering/Convention Services Manager for scheduling purposes. Additional charges will apply for forklift use. **All Prices Subject to Change.**