



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. Please familiarize yourself with our policies and procedures below.

SHIPPING MATERIALS/MERCHANDISE/EXHIBITS

Exhibitors are responsible for the arrangements and all expenses of shipping all items to and from Caesars Virginia. *Please be advised that neither Caesars Virginia nor its associates are responsible for lost or damaged items sent to and from the property.*

Exhibitors will work with **Banquet Assistant Manager, Beth Bedell** to ensure that the shipping/receiving process runs smoothly. Beth can be contacted at ebedell@caesars.com. The Banquet Assistant Manager must be notified before any items are shipped to Caesars Virginia, and the process below must be followed.

BILLING

Once contacted, the Banquet Assistant Manager will create a master billing account, which all exhibitor rental and shipping charges will be billed to. A Credit Card Authorization form will be sent to the exhibitor through secure email. *The Credit Card Authorization form must be fully completed and sent back to the Banquet Assistant Manager by secure email, before our property will receive and store any shipments from exhibitors.*

ADDRESS

All shipments *must* be addressed using the following example:

Recipients Name - Conference Name
Exhibitor Company Name - Booth #
C/O Caesars Virginia
1100 West Main Street
Danville, VA 24541
ATTN Banquets - Beth Bedell

STORAGE

All shipments received using the above example will be delivered to Warehouse Manager and placed in the Warehouse. Caesars Virginia has limited storage facilities. Packages should be scheduled for delivery no more than 2-3 days prior to the group arrival. **Packages that are delivered to Caesars Virginia more than 3 days prior to group arrival are subject to an additional fee, to be determined.*

Note: Banquet storage areas may not be secure.



DRAYAGE/HANDLING CHARGES

The following charges apply for both incoming and outgoing shipments. Drayage charges are the responsibility of each exhibitor. Charges will be posted to the Credit Card on file for incoming and outgoing items.

See BILLING instructions above for Credit Card Authorization.

Letters or envelopes USPS	\$10 Each
Packages 0-40 lbs.	\$30 Each
Packages 41-60 lbs.	\$40 Each
Packages 61-100 lbs.	\$50 Each
Rolling Cases	\$100 Each
Pallet/Crate/Skid	\$500 Each

(Prices are subject to change)

RENTAL ITEMS

The following amounts are charged per day unless otherwise stated. If these items are requested by an exhibitor, the Banquet Assistant Manager must be notified at least 1-week prior to event start date. If adequate notice is not provided, additional charges may apply.

Charges will be posted to the Credit Card on file. **See BILLING instructions above for Credit Card Authorization.**

Power Drop	\$90 per booth
Easel Rental	\$10 per day

(Prices are subject to change)

RECEIVING BOXES ON PROPERTY

Please contact Banquet Assistant Manager, Beth Bedell at ebedell@caesars.com. She will assist you in creating a master account for which to bill shipping and/or any rentals and will need some authorization forms filled out. Packages will be made available at the time and date coordinated between the two of you in your correspondence.

Note: Please have your tracking numbers available to assist us with lost or misplaced packages

RETURN SHIPPING

All exhibitors with return shipping must have boxes packaged and ready to ship with return shipping label on boxes. Leave all packaged outbound shipping on exhibit table and Caesars Virginia will ship out. The shipping label must be completed in its entirety by the exhibitor, and adhered to the box. Convention Stewards will pick up all items for shipping from the Convention Center floor for processing.

****Exhibitors are responsible for generating and printing their own shipping labels. Caesars Virginia will not generate or print shipping labels***

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, the sender is responsible for calling that shipping company.

- It is the responsibility of the exhibitor to ensure that all items to be shipped are labeled and packaged properly. All items must be completely shipment ready.
- Payment for Drayage Fees will be charged to the Groups Master Account.
- For the “Shippers Address” on the FedEx or UPS Label, please utilize the correct address provided above.
- Retain the Shippers Copy of the shipping label for record and tracking number.
- Daily weekday deliveries from FED EX and UPS.
- **NO WEEKEND DELIVERIES.**