



Exhibitor Information and Instruction Sheet

SHIPPING TO AND FROM IP CASINO RESORT SPA

LABELING MATERIALS FOR INBOUND SHIPMENTS

Exhibitor/Vendor materials and packages must be labeled properly to ensure delivery. **Hotel** reserves the right to refuse inbound items that have not been pre-arranged. All packages must be addressed as:

VENDOR NAME:

CONVENTION NAME:

c/o IP CASINO RESORT & SPA
850 BAYVIEW AVENUE
BILOXI, MS 39530

Vendor must schedule deliveries to arrive at the hotel no more than 7 days prior to event start date.

PACKAGE HANDLING FEES (IN-BOUND AND OUT-BOUND)

The venue charges package handling fees. Client must schedule deliveries to arrive at the venue no more than 7 days prior to the event. Additional storage charges may apply if packages arrive too early.

Letters.....	\$2.50 per package
0 to 25 pounds.....	\$5.00 per package
26 to 50 pounds.....	\$10.00 per package
51 to 75 pounds.....	\$15.00 per package
76 to 100 pounds.....	\$35.00 per package

FREIGHT

Convention Services Department must be notified at least 2 weeks in advance of any pallets being delivered to the property. A charge of \$.35 per pound will apply, taxes not included. Additional storage charges may apply if pallet arrives too early.

LOCATING YOUR SHIPMENT

If your packages have not been delivered to your table/booth on the day of the event, please provide tracking information and notify the on-site contact of your event. The on-site contact will work directly with the Banquets and or Convention Service Department to locate and deliver your packages. Please note Receiving closes at 5:00 pm and may not be able to provide information until the following day.

LABELS AND PACKING FOR OUTBOUND SHIPMENTS

Paid return labels must be provided by the vendor. Vendor must also repack, seal, tape and properly label each item in a manner acceptable to the shipping company. No shipping or mailing charges can be paid by the IP Casino Resort Spa and the IP will not accept the responsibility of repacking, sealing or labeling packages.

OUTBOUND SHIPPING INSTRUCTIONS

- All items must be sealed and labeled by the vendor with paid labels.
- Outbound Shipping Request Form should accompany the package.
- UPS does not require scheduled pickup times.
- FedEx ground requires a scheduled pick up by the Vendor.
 - Ground Pick Up – following Day
 - Overnight Pick Up – Same day (no pickup after 2:00 pm)
- IP Casino Resort Spa is not responsible for any packages left behind that have not been properly sealed and labeled or for any packages not picked up by the carrier within 5 days of the conference end date.

Package Pickup Confirmation: Email the Convention Services Department at biloxisales@boydgaming.com with the following information:

VENDOR NAME/CONVENTION NAME
EMAIL ADDRESS
PHONE NUMBER
No. OF PACKAGES

The Convention Services Manager for your event will ensure your package(s) are picked up and brought to the appropriate area.

VENDOR REQUESTS / QUESTIONS

228-432-3216

biloxisales@boydgaming.com

Please include your company name, event name, contact information, and date you will be onsite.

OUTBOUND SHIPPING REQUEST

INSTRUCTIONS: Please fill out all information completely to ensure proper handling of your shipment. P.O. boxes are not an acceptable address. Sender and recipient phone numbers as points of contact to communicate shipment status changes, are highly recommended. Please contact the Convention Services Department to confirm.

TO: _____

COMPANY NAME: _____

ATTENTION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____

NUMBER OF PACKAGES: _____

SHIPMENT SCHEDULING OPTIONS (CIRCLE YOUR CHOICES): **UPS** **FED** **EX**

TRACKING #: _____

FREIGHT LINE: _____

FROM:

NAME: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

ONSITE VENDOR NEEDS

EXHIBITORS NEEDING ASSISTANCE IN GETTING ITEMS TO THE EXHIBIT AREA

For large items or for a large quantity of items (that which would require more than 2 bell carts) exhibitors are asked to contact the Convention Services Department at 228-432-3216 prior to date of arrival for unloading instructions. Bell cart measurements are as follows: 44 inches long x 24 inches wide x 72 inches tall.

For items that will fit on a standard bell cart, we ask that the exhibitor, upon arrival, request delivery by contacting the bell stand directly (located at the front entrance, ground floor). Your request will be added to the existing delivery schedule at that time and deliveries will be made in order of arrival. IP Casino Resort Spa recommends that exhibitors arrive at least 2 hours prior to tradeshow start time in case bellmen are heavily scheduled assisting other guests. Please keep in mind that the bellmen are at their busiest during peak check in times of 2pm-5pm and peak check out times of 9am-11:30am. **Bell Carts cannot be loaned out; a bellman must accompany all carts and cart deliveries to meeting rooms.**

FORKLIFT AND SCISSOR LIFT RENTAL

Forklifts and scissor lifts are available for rental (to be operated by IP staff ONLY). The rental fee is \$350 (plus tax) up to 8 hours of use and arrangements must be made at least 2 weeks prior to the event. If the forklift will be used for longer than 8 hours, a labor fee of \$30 per hour will be added for each additional hour. Please contact the Convention Services Department to schedule. **PRICING DOES NOT INCLUDE SALES TAX.**

EXHIBITORS WHO WILL BE OFFERING SAMPLE FOOD/DRINK ITEMS

No food or drink may be sampled without the approval of the Convention Services Department. A completed form waiving the IP Casino Resort Spa from liability will be required to sample food items on the exhibit floor. The exhibitor is responsible for contacting the Convention Services Department to discuss the type of food being sampled, where it will be prepared and the way that it will be prepared. Frying food on the exhibit floor is prohibited; alternate arrangements can be made by contacting the Convention Services Department.

INTERNET

Wi-Fi is provided by the hotel complimentary and does not require a password. If you will be using a credit card machine that requires internet, it is suggested that you bring a hotspot as our internet is not secure and will not allow credit card transactions. If a hard-wired internet connection is needed, the price will be \$100 per line and should be requested through the Convention Services Department at least 2 weeks in advance.

AUDIO/VISUAL

The following items are available for rental (inventory is not limited to the items below):

PRICES BELOW DO NOT INCLUDE SALES TAX.

- Extension Cord.....\$25 Each
- Power Strip.....\$30 Each
- Desktop Monitor.....\$75 Each
- Hard-Wired Internet Line.....\$100 Each
- 43' LCD TV.....\$300 Each
- 65' LED TV.....\$300 Each

ELECTRICAL POWER

If electrical power is needed for your exhibit, please contact the Convention Services Department. Arrangements must be made at least 2 weeks in advance and pricing will depend on the amount of power required. Power will be a one-time installation and tear-down fee. You will be provided one plug in when ordering power and it is recommended that you bring an extension cord or power strip to avoid additional costs. **PRICES BELOW DO NOT INCLUDE SALES TAX.**

120 VOLT SERVICE

_____ 500 Watts (5 Amps) \$106.00	(Regular wall outlet; to power laptop, phone, TV, simple lighting, etc.)
_____ 1000 Watts (10 Amps) \$116.00	
_____ 1500 Watts (15 Amps) \$126.00	
_____ 2000 Watts (20 Amps) \$136.00	

208 VOLT – SINGLE PHASE SERVICE

_____ 20 Amps \$151.00	_____ 30 Amps \$171.00
_____ 40 Amps \$186.00	_____ 50 Amps \$186.00

208 VOLT – THREE PHASE SERVICE

_____ 20 Amps \$216.00	_____ 30 Amps \$246.00
_____ 40 Amps \$276.00	_____ 50 Amps \$306.00

PLEASE CONTACT THE CONVENTION SERVICES DEPARTMENT WITH ANY QUESTIONS
BILOXISALES@BOYDGAMING.COM OR 228-432-3216



Fax Number: 228-432-3275

Vendor Credit Card Authorization Form

DO NOT SEND YOUR FULL CREDIT CARD NUMBER

ATTENTION:

FROM:

DATE:

Please check the following that applies:

_____ Audio Visual Selection: _____

_____ Electrical Selection: _____

_____ Hard Wired Internet Connection

_____ Forklift or Scissor Lift Rental Selection: _____

_____ Package Handling Fees Selection: _____

_____ Misc. Charge _____

Guest Name or Group/Event Code

Confirmation Number (If Applicable)

Personal/Corporate Card #

Arrival Date

Departure Date

*CREDIT CARD NUMBER **Submit only the last four digits below!**

Card Holder Name (as appears on card)

Expiration Date on Card

Billing Address

Telephone Number

Fax Number

Email Address

I authorize _____ to apply any charges of the type I have specified above to my credit card for guest/group.
(Property)

Cardholder's Signature

Date

Do not fax us a copy of the credit card. Please fax the completed form and a copy of the Credit Card Holders Photo ID to the fax number above corresponding to the property of your stay

CUSTOMERS - Please write only the last four digits of your credit card number in the boxes below

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