



CAESARS PALACE

# Package Handling Information

Telephone: (702) 731-7270

Hours of Operation: 7am-6:30pm daily

George Carter, Manager, Citywide Mail Services &  
Package Operations Email: [gcarter@caesars.com](mailto:gcarter@caesars.com) |  
Mobile: (702) 481-2308

## Receiving Packages

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

### Caesars Palace Guests

Caesars Palace Package Center

**Recipient Name (GUEST)**

Guest Arrival Date

3570 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 freight company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance. Please notify George Carter for scheduling purposes. Additional charges will apply for forklift use. **All Prices Subject to Change.**