

# Nevada Telecommunications Association 2018 - S07NTA8

## 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.

#### SHIPPING MATERIALS/MERCHANDISE/EXHIBITS

Exhibitors are responsible for the arrangements and all expenses of shipping all items to and from .

#### ADDRESS

All shipments *must* be addressed using the following example for the appropriate property:

Harrah's/Harveys Lake Tahoe  
Attn: Convention Stewards  
(Exhibitor Name )/Nevada Telecommunications Association 2018/S07NTA8  
18 US Highway 50  
Stateline, NV 89449

#### DRAYAGE/HANDLING CHARGES

The following charges apply for all incoming and outgoing shipments. Drayage charges are the responsibility of each vendor. Charges can must be posted to a Credit Card. (Prices are subject to change)

0 – 35 lbs	\$20.00	36 – 70 lbs	\$30.00	71 – 99 lbs	\$40.00
over 100 lbs	\$.50 per pound	Pallet Price	\$.50 per pound		

#### STORAGE

All shipments received using the above example will be delivered to Convention Stewards and placed in storage on the Convention Center floor. **Banquet storage areas are not securable.**

**Note:** has limited storage facilities. Boxes should be scheduled for delivery no more than 2-3 days prior to the group arrival.

#### RECEIVING BOXES ON PROPERTY

All boxes must be signed for by each exhibitor as indicated on the address label. Boxes will be made available to exhibitors at the time specified on the Banquet Event Order for Exhibitor Load In. If locating boxes outside this time, please contact the Convention Stewards Department at the follow number:

Convention Steward Cell Phone 1-775-790-3206

**Note: Please have your tracking numbers available for assisting us with lost or misplaced items**

#### RETURN SHIPPING

Prior to Exhibitor Breakdown, Convention Steward Staff will provide Outgoing Shipping and Drayage Forms. This, along with the appropriate UPS or Federal Express label must be completed in its entirety and adhered to the box. FedEx and UPS Shipping Labels are available through the Convention Stewards or the Group Services Office. Contact Convention Steward Staff to pick up and process: Cell 1-775-790-3206

**Note:** FedEx is the only company that has scheduled drop-off and pick-up times at our Receiving Dock.

If using a freight Company other than FedEx, sender is responsible for calling that shipping company.

- It is the responsibility of the sender to ensure that all items to be shipped are labeled and packaged properly.
- No items will be shipped without the completed Outgoing Drayage Sheet and correct shipping label.
- Payment for Drayage Fees cannot be charged to Hotel room folios. A credit card must be provided.
- FedEx and UPS require either a credit card or appropriate account number.
- For the "Shippers Address" on the FedEx/UPS Label, please utilize the correct address provided.
- Retain the Shippers Copy of the shipping label for record and tracking number.

FED EX: Daily delivery between 10:00am and 12:00pm

NO WEEKEND DELIVERY

#### **INCOMING/OUTGOING DRAYAGE (HANDLING) CHARGE**

GROUP NAME: Nevada Telecommunications GROUP CODE: S07NTA8



BOOTH NUMBER: \_\_\_\_\_ SETUP DATE/TIME: \_\_\_\_\_ TEARDOWN DATE/TIME: \_\_\_\_\_

PROPERTY OF FUNCTION: \_\_\_\_\_

Item Description	Rental Fee	Quantity	Quantity Returned (Internal Use)	Replacement Fee (Applicable if not returned)
Standard Phone/Phone Line	\$75.00			\$150.00
Speaker Phone/Phone Line	\$150.00			
Electrical to Booth – Includes Power/Powerstrip	\$50.00++			\$200.00
Miscellaneous – Contact AV for Pricing 775-586-8962	\$++ per day			
<b>TOTALS</b>				

Note: All pricing is Per Day. All charges including 7.1% Sales Tax and 21.0% service charge will be posted to the credit card on file. A credit card is required for all equipment rented.  
Items not returned will be charged to the credit card on file at the replacement cost.

-----  
**CHARGE TO:**

CREDIT CARD #: \_\_\_\_\_ EXP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IF YOU NEED A CC RECEIPT, PLEASE INCLUDE FAX # OR E-MAIL ADDRESS:  
\_\_\_\_\_

Upon Returning Items

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Steward Staff Signature