



**EXHIBITOR EQUIPMENT RENTAL REQUIREMENTS**

**Property:** Harveys

Group Name: CA Rural Water Association Group Code: S04CWTR

Convention Date: \_\_\_\_\_ Exhibit Booth #: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Date(s) & Time \_\_\_\_\_

Required: \_\_\_\_\_

Authorized \_\_\_\_\_

Representative: \_\_\_\_\_

*Please Print*

Item Description	Quantity Rented	Rental Fee	Quantity Returned	Replacement Fee	Date/Time Required
Easels		\$30.00		\$100.00	
Phones – Hook up only		\$50.00		\$150.00	
Phone Lines		\$10.00		\$30.00	
Miscellaneous – Contact Convention Stewards for Pricing		\$			
<b>Power Setup – Per Day</b>		\$25.00		\$50.00	
Computer Data Display Package includes: LCD Projector, Projection Cart, Tripod Screen, Cabling and Extension Cords		\$525.00++ per day			
Client Projector Package includes: Tripod Screen Projection Cart, All Cabling, Extension Cords and On Site Technical Assistance		\$130.00++ per day			
VHS Video Recorder/DVD		\$75.00++ per day			
Flipchart w/Markers		\$50.00++ per day			
<b>Wireless Internet Service</b>		\$10.00++ Per Day			
Miscellaneous – Contact AV for Pricing		\$++ per day			
<b>TOTALS</b>					

**Note: All charges including 6.75% Sales Tax and 18.5% service charge will be posted to the credit card on file. A credit card is required for all equipment rented. Items not returned to the Convention Services Department will be charged to the credit card on file at the replacement fee cost.**

Credit Card #:	_____	Expiration Date:	_____
Credit Card Type:	_____	Cardholder Signature:	_____
Name on Card:	_____	Cardholder Print Name:	_____

Upon Returning Items

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

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

**Please return via Fax to Group Services 775-586-6590 as soon as possible**

# EXHIBITOR

## Receiving, Shipping & Storage

The following information will provide Exhibitors with receiving, shipping & storage guidelines.

### **SHIPPING MATERIALS/MERCHANDISE/EXHIBITS**

The exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from Harrah's or Harveys Resort & Casino.

### **ADDRESS**

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

Harveys Resort & Casino  
18 HWY 50  
Stateline, NV 89449

Attn: Group Services – 3<sup>rd</sup> floor

Exhibitor Name:        Group Code:

Harrah's Resort & Casino  
15 HWY 50  
Stateline, NV 89449

Attn: Group Services – 2<sup>nd</sup> floor

Exhibitor Name:        Group Code:

### **DRAYAGE/HANDLING CHARGES**

The following charges will apply for all incoming and outgoing shipments. Drayage charges are the responsibility of each vendor. Charges can be posted to a specified hotel room folio upon arrival if appropriate credit has been established with the Front Desk or by Credit Card for arrival and/or departure. (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 boxes received using the above example will be delivered to Convention Stewards at the specified property and placed in storage on the Convention Center floor.

**Note:** Harrah's and Harveys Resort & Casino have limited storage facilities. Boxes should be scheduled for delivery no more than 2-3 days prior to the group arrival.

Banquet storage areas are not securable.

### **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 through the Hotel Operator at the following pager numbers:

Harveys – Pager 214

Harrah's – Pager 241

**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 distribute an Outgoing Shipping and Drayage Form. This sheet along with the appropriate UPS or Federal Express label must be completed in its entirety. FedEx and UPS Shipping Labels are available through the Convention Stewards or the Group Services Office. The shipping label must be adhered to the box and the Outgoing Drayage Sheet placed in the envelope provided and set on the box. All boxes are to be left with the correct completed paperwork on the exhibit table.

Convention Stewards will pick up all items for shipping from the Convention Center floor for processing.

**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, 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. All items must be completely shipment ready.
- No items will be shipped without the completed Outgoing Drayage Sheet and correct shipping label.
- Payment for return Drayage Fees cannot be placed on Hotel room folios. A credit card must be provided.
- Shipping Fees cannot be charged to a Hotel room folio. FedEx and UPS require either a credit card or appropriate account number.
- "Shippers Address" on the FedEx/UPS Label, is your home or business address, not the Hotel.

- Retain the Shippers Copy of the shipping label for record and tracking number.

## **INTERNATIONAL SHIPPING**

To reduce potential custom delays, all international shipping documents should contain complete and accurate information at the time of tendering the package to the carrier. Failure to do so in a timely manner may result in delays, seizures and/or penalties imposed by regulatory agencies. Invalid or incomplete commodity descriptions are the primary reason shipments are delayed by Customs. A good description should answer the following questions:

- How many?
- What is it?
- What is it made from?
- What is its intended use?

If in doubt – more detail is better than less detail.



**INCOMING DRAYAGE (HANDLING) CHARGE**

**FED EX:** Daily delivery to Harrah's/Harveys between 10:00am and 12:00pm  
NO WEEKEND/HOLIDAY DELIVERY  
**UPS:** Daily delivery to Harrah's/Harveys between 11:30am and 12:00pm  
NO WEEKEND/HOLIDAY DELIVERY

**VENDOR/EXHIBITOR NAME:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

**GROUP CODE:** \_\_\_\_\_

**PROPERTY OF FUNCTION** (circle one)      HARRAHS                      HARVEYS

# OF UNITS	DESCRIPTION	WEIGHT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL WEIGHT:** \_\_\_\_\_                      **DRAYAGE FEE:** \_\_\_\_\_

**CHARGE TO:**  
MASTER ACCOUNT (event planner use only) #: \_\_\_\_\_  
or  
CREDIT CARD #: \_\_\_\_\_                      EXP: \_\_\_\_\_

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

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

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

***DRAYAGE FEES MAY NOT BE CHARGED TO HOTEL GUEST ROOM***

**HANDLING FEES:**

0 – 35 Pounds	\$20.00	Over 100 Pounds	\$.50 per Pound
36 – 70 Pounds	\$30.00	Pallet Price	\$.50 per Pound
71 – 99 Pounds	\$40.00		



## OUTGOING SHIPPING INSTRUCTIONS

In order to facilitate the shipping of your items, please adhere to the following instructions:

1. All items must be shipping ready – packaged and taped.
2. All items must have a shipping label completely filled out with either an account number or credit card number attached to each box. If you need additional forms, there are UPS and FedEx forms in the Catering Office on the 2<sup>nd</sup> floor at Harrah's and the Group Services Office on the 3<sup>rd</sup> floor at Harveys.
3. UPS and FedEx require a local address as the "shipping from" address. The local address for both Harrah's and Harveys is Highway 50, Stateline, NV 89449. The phone number is 775-588-6611.
4. The attached Outgoing Drayage (Handling) Charge form must be completed, placed in the provided envelope and left on your table or boxes. Please make sure form is legible; WE MUST BE ABLE TO READ YOUR NAME. Outgoing drayage (handling) charges cannot be charged to hotel guest room.
5. All items to be shipped should be left in the room. Stewards will pick them up and take them to the Receiving Dock for shipment.
6. UPS and FedEx are the only shipping companies that pick up on a daily (excluding weekends and holidays) basis. If using another shipping company, it is the responsibility of the shipper to contact that company for pick up.

**PLEASE NOTE:** Any items that are not labeled correctly for shipping or do not have a completed and legible Outgoing Drayage (Handling) Charge form **will not** be shipped.



18 Highway 50, Stateline, NV 89449  
Phone: 775-588-6611

**FED EX:** Daily pick up from Harrah's/Harveys at 2:30pm  
NO WEEKEND/HOLIDAY PICK UP

**UPS:** Daily pick up from Harrah's/Harveys at 2:30pm  
NO WEEKEND/HOLIDAY PICK UP

**ALL OTHER CARRIERS MUST BE CONTACTED BY CLIENT**

**PROPERTY OF FUNCTION** (circle one)      HARRAH'S      HARVEYS

**OUTGOING SHIPPING AUTHORIZATION & DRAYAGE FORM**

<b>SENDER'S NAME:</b>		<b>PHONE #</b>	
<b>RECIPIENT (To):</b>		<b>COMPANY:</b>	
<b>STREET ADDRESS (No PO Boxes)</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
			<b>COUNTRY:</b>
<b>TELEPHONE:</b>	<b>FAX:</b>	<b>E-MAIL (Optional):</b>	

**BILLING INFORMATION**

<b>MASTER ACCOUNT</b> ( <i>event planner use only</i> ):	<b>CREDIT CARD #</b>	<b>EXP. DATE:</b>
<b>IF YOU NEED A CC RECEIPT, PLEASE INCLUDE FAX # OR E-MAIL ADDRESS:</b>		
<b># OF ITEMS SHIPPED:</b>	<b>WEIGHT:</b>	<b>DRAYAGE FEE:</b>
		<b>EMPLOYEE INITIAL:</b>

**DRAYAGE FEES**

0 – 35 Pounds	\$20.00	Over 100 Pounds	\$.50 Per Pound
36 – 70 Pounds	\$30.00	Pallet Price	\$.50 Per Pound
71 – 99 Pounds	\$40.00		

**DISCLAIMER NOTICE**

1. All items must be shipping ready – packaged and taped.
2. All items must have a shipping label completely filled out with either an account number or credit card number attached to each box. If you need additional forms, there are UPS and FedEx forms in the Catering Office on the 2<sup>nd</sup> floor at Harrah's and the Group Services Office on the 3<sup>rd</sup> floor at Harveys.
3. This form must be completed, placed in the provided envelope and left on your table or boxes. Please make sure form is legible, we must be able to read your name. **DRAYAGE FEES MAY NOT BE CHARGED TO HOTEL GUEST ROOM.**
4. All items to be shipped should be left in the room. Stewards will pick them up and take them to the receiving dock for shipment.

**(OVER – MUST HAVE SIGNATURE)**

5. UPS and FedEx are the only shipping companies that pick up on a daily basis (**excluding weekends and holidays**). If using another carrier, it is the responsibility of the shipper to contact that company for pick up.
6. Parcels are subject to refusal for shipment by Harrah's/Harveys Lake Tahoe or by the Carrier.
7. Harrah's/Harveys Lake Tahoe does not accept alcohol, hazardous materials, firearms or any part for shipment and may refuse to accept any open parcel at our discretion.
8. Subject to the terms and conditions herein, Harrah's/Harveys Lake Tahoe will receive and forward parcel(s) for you and your true name and address that appear above. Harrah's/Harveys Lake Tahoe assumes no liability for the successful completion of delivery of the parcel(s) accepted either for shipment or for the loss or damage to the parcel(s) or the contents while in transit. In the event of loss or damage to any parcel(s), Harrah's/Harveys Lake Tahoe will file and process carrier claims on behalf of the guest. You expressly agree that Harrah's/Harveys Lake Tahoe has no liability if any claim is denied or partially paid by the Carrier or any other declared value provider. Parcel(s) packaged by you, not meeting Carrier's packing standards, are not covered for damage during shipment.
9. Harrah's/Harveys Lake Tahoe is not responsible for the failure to make timely delivery on the date specified. Any statement by Harrah's/Harveys Lake Tahoe or its representatives as to probable date or time of delivery by carrier is a statement of opinion only and is in no way a guarantee of performance. Harrah's/Harveys Lake Tahoe is not liable for any consequential, incidental or punitive damages, nor any loss or damage resulting from delays in shipping or delivery or arising from any other cause.
10. **INTERNATIONAL SHIPPING:** To reduce potential customs delays, all international shipping documents should contain complete and accurate information at the time of tendering the package to the carrier. Failure to do so in a timely manner may result in delays, seizures and/or penalties imposed by regulatory agencies. Invalid or incomplete commodity descriptions are the primary reason shipments are delayed by Customs. A good description should answer the following questions (**when in doubt, more detail is better than less detail**):
  - a. How many?
  - b. What is it?
  - c. What is it made from?
  - d. What is its intended use?

I certify and agree to the above terms and conditions.

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

DATE: \_\_\_\_\_