

# Package Handling Information

Telephone: (702) 946-3736 | Fax: (702) 946-4643

**Hours of Operation: 8am-4pm daily**

**Angie Barragan**, Citywide Package Room Manager  
 Email: [abarragan@caesars.com](mailto:abarragan@caesars.com) | Mobile: (702) 343-7903

## Receiving Packages

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

### Horseshoe Guests

Recipient Name (GUEST)  
 Guest Arrival Date  
 c/o Horseshoe Las Vegas  
 3645 Las Vegas Blvd S Las  
 Vegas, NV 89109  
 \_\_ of \_\_ (e.g. 1 of 10)

### Paris Guests

Recipient Name (GUEST)  
 Guest Arrival Date  
 c/o Paris Hotel Las Vegas  
 3655 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 1 pound and under in weight	\$5.00 each
Letters 2-10 pounds in weight	\$10.00 each
Boxes/Tubes 0-10 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 shipping company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance. Please notify your Catering/Convention Services Manager for scheduling purposes. Additional charges will apply for forklift use. **All Prices Subject to Change.**