

PH PACKAGE CENTER

TELEPHONE: 702-785-5565 FAX: 702-785-5510

The Planet Hollywood Package Center is open 7 days a week
Hours of Operation: Monday -Sunday, 8am-4pm (Subject to change)

Key Contacts:

Jose Rivera

PH Porter/Package Handler

Office: 702.785.5565

Mobile: 702.721.6270

Fax: 702.785.5510

jrivera1@planethollywood.com

Angie Barragan

Citywide Package Room Manager

Office: 702.946.3736

Mobile: 702.343.7903

Fax: 702.946.4643

abarragan@caesars.com

IMPORTANT: Shipments should arrive to the hotel no sooner than three (3) business days prior to Guest arrival. Storage fees may apply if longer.

RECEIVING INSTRUCTIONS

To ensure proper delivery, please follow the address template below:

First & Last Name

Planet Hollywood Package Center

3667 Las Vegas Blvd South

Las Vegas, NV 89109

Group Conference/Arrival Dates

Guest Mobile Contact Number

_____ of _____ (ex. 1 or 10)

PACKAGE HANDLING FEES

There is a A standard handling and processing charge is assessed to all packages and freight sent to the Planet Hollywood Resort Hotel & Casino Package Center, based on weight.

SERVICES FEES

(Inbound/Outbound)

- Letters/Paks less than 2 lbs \$5 each
- 0-10 pounds \$10 each
- 11-20 pounds \$15 each
- 21-30 pounds \$20 each
- 31-40 pounds \$30 each
- 41-60 pounds \$40 each
- 61-80 pounds \$50 each
- 81-100 pounds \$80 each
- 100+ \$.80 each pound
- Pallet/Crate \$400
- Oversized pallets \$800

**Storage fees may apply for items arriving more than 3 days in advance of group or individual arrival date.*

HOW TO PICKUP YOUR SHIPMENT

- **Group/Meeting Planners** are encouraged to arrange delivery of their shipments in advance, by contacting their assigned Convention Services Manager or by contacting the Package Center at 702.785.5565
- Recipients should call the Package Center at 702.785.5565 to arrange delivery to an agreed upon delivery location (i.e. Guest Room, Event Space, Lobby, etc) within the property

GROUP /MEETING PLANNERS OUTBOUND SHIPPING

- Group/Meeting Planners should consult their assigned Convention Services Manager to coordinate outbound shipments through the Package Center, which can be reached at 702.785.5565.

ALL INDIVIDUAL ATTENDEES AND EXHIBITORS OUTBOUND SHIPPING

- Guest/Attendees/Exhibitors are invited to visit the FedEx Office, located on the Mezzanine Level at the entrance of the Conference Center. They can be reached at 702.785.5499.

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