



Instructions for Shipping to Palace Station for Conventions and Meetings

For small boxes or packages, these may be sent to:

Palace Station Hotel & Casino
2411 West Sahara Avenue
Las Vegas, Nevada 89102

Please mark the package clearly to say:

“For Guest” and include the Guest name, date of arrival, and the name of the meeting/convention for which the packages are intended.

All small packages will be held by our Bell Desk. The guest whose name appears on the shipment may go to the Bell Desk upon check in, show proper I.D. and have them deliver the packages to the meeting space.

For large shipments, over 100 lbs., including pallets, please send to:

Palace Station Warehouse
2800 South Rancho
Las Vegas, Nevada 89102

Please mark the package clearly to say:

“For Guest” and include the Guest name, date of arrival, and for which meeting/convention name.

Please call the catering department at 702-367-2401 and notify one of the catering department management team to expect the packages arrival, along with your contact information. Please also tell them which meeting this is for and when you will need it in the meeting room.

PACKAGE HANDLING:

All packages and/or freight received at the *Palace Station Hotel & Casino* will be assessed the following receiving/handling charges:

Letter size and boxes up to 5 lbs.	\$2.00 Each
6 lbs. to 20 lbs.	\$5.00 Each
21 lbs. to 50 lbs.	\$10.00 Each
51 lbs. to 100 lbs.	\$15.00 Each
Over 100 lbs.	\$25.00 Each
Pallets	\$100.00 for Each 100 lbs. increment

Individuals are responsible for own Package Handling fees unless other arrangements are made prior to arrival.