

## 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

jriviera1@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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