



## EXHIBITOR / VENDOR Information and Instruction Sheet

### SHIPPING TO AND FROM IP CASINO RESORT SPA

#### INBOUND SHIPMENTS LABELING REQUIREMENTS

Exhibitor/Vendor materials and packages must be labeled properly to ensure delivery. Resort reserves the right to refuse inbound items that have not been pre-arranged. All packages must be addressed as:

**EXHIBITOR / VENDOR NAME:**

**CONVENTION NAME:**

c/o IP CASINO RESORT & SPA  
850 BAYVIEW AVENUE  
BILOXI, MS 39530

Vendor must schedule deliveries to arrive at the hotel no more than 7 days prior to event start date.

#### PACKAGE HANDLING FEES (IN-BOUND AND OUT-BOUND)

Exhibitor / Vendor must schedule deliveries to arrive at the Resort no more than 7 business days prior to the event. Additional storage charges may apply if packages arrive too early.

Letters	\$5.00/package
0 – 10 lbs.	\$5.00/package
11 – 20 lbs.	\$10.00/package
21 – 40 lbs.	\$15.00/package
41 – 50 lbs.	\$20.00/package
51 – 75 lbs.	\$25.00/package
76 – 100 lbs.	\$35.00/package

#### FREIGHT

Convention Services Department must be notified at least 2 weeks in advance of any pallets being delivered to the property. A charge of \$.50/lb. apply, taxes not included. Additional storage charges may apply if pallet arrives too early.

#### LOCATING YOUR SHIPMENT

If your packages have not been delivered to your table/booth on the day of the event, please provide tracking information and notify the on-site contact of your event. The on-site contact will work directly with the Banquets and or Convention Service Department to locate and deliver your packages. Please note Receiving closes at 5:00 pm and may not be able to provide information until the following day.

#### LABELS AND PACKING FOR OUTBOUND SHIPMENTS

Paid return labels must be provided by the vendor. Vendor must also repack, seal, tape and properly label each item in a manner acceptable to the shipping company. No shipping or mailing charges can be paid by the IP Casino Resort Spa and the IP will not accept the responsibility of repacking, sealing or labeling packages.

*All prices are subject to 7% State Sales Tax.*

## OUTBOUND SHIPPING INSTRUCTIONS

- All items must be sealed and labeled by the vendor with paid labels.
- Outbound Shipping Request Form should accompany the package.
- UPS does not require scheduled pickup times.
- FedEx ground requires a scheduled pick up by the Vendor.
  - Ground Pick Up – following Day
  - Overnight Pick Up – Same day (no pickup after 2:00 pm)
- IP Casino Resort Spa is not responsible for any packages left behind that have not been properly sealed and labeled or for any packages not picked up by the carrier within 5 days of the conference end date.

Package Pickup Confirmation: Email the Convention Services Department at [biloxisales@boydgaming.com](mailto:biloxisales@boydgaming.com) with the following information:

**VENDOR NAME/CONVENTION NAME**  
**EMAIL ADDRESS**  
**PHONE NUMBER**  
**No. OF PACKAGES**

The Convention Services Coordinator for your event will ensure your package(s) are picked up and brought to the appropriate area.

## EXHIBITOR / VENDOR REQUESTS or QUESTIONS

228-432-3216

[biloxisales@boydgaming.com](mailto:biloxisales@boydgaming.com)

Please include your company name, event name, contact information, and date you will be onsite.

## OUTBOUND SHIPMENTS LABELING REQUIREMENTS

*To ensure proper handling of your shipment, please complete all required information thoroughly. P.O. boxes cannot be accepted as a delivery address. Providing sender and recipient phone numbers is highly recommended, as they serve as key points of contact for shipment status updates. Kindly reach out to the Convention Services Department to confirm all details.*

### TO

TO					
COMPANY NAME					
ATTENTION					
ADDRESS					
CITY		STATE		ZIP CODE	
PHONE			EMAIL ADDRESS		
# OF PACKAGES					
SHIPPING CARRIER	UPS			FEDEX	
TRACKING#					
FREIGHT LINE					

### FROM

NAME	
COMPANY NAME	
COMPANY ADDRESS	
PHONE	
SIGNATURE	
DATE	

*All prices are subject to 7% State Sales Tax.*

## ONSITE VENDOR NEEDS

### EXHIBITORS NEEDING ASSISTANCE IN GETTING ITEMS TO THE EXHIBIT AREA

For large items or for a large quantity of items (that which would require more than 2 bell carts) exhibitors are asked to contact the Convention Services Department at 228-432-3216 prior to date of arrival for unloading instructions. Bell cart measurements are as follows: 44 inches long x 24 inches wide x 72 inches tall.

For items that will fit on a standard bell cart, we ask that the exhibitor, upon arrival, request delivery by contacting the bell stand directly (located at the front entrance, ground floor). Your request will be added to the existing delivery schedule at that time and deliveries will be made in order of arrival. IP Casino Resort Spa recommends that exhibitors arrive at least 2 hours prior to tradeshow start time in case bellmen are heavily scheduled assisting other guests. Please keep in mind that the bellmen are at their busiest during peak check in times of 2pm-5pm and peak check out times of 9am-11:30am. **Bell Carts cannot be loaned out; a bellman must accompany all carts and cart deliveries to meeting rooms.**

### FORKLIFT AND SCISSOR LIFT RENTAL

Forklifts and scissor lifts are available for rental (to be operated by IP staff ONLY). The rental fee is \$350 (plus tax) up to 8 hours of use and arrangements must be made at least 2 weeks prior to the event. If the forklift will be used for longer than 8 hours, a labor fee of \$30 per hour will be added for each additional hour. Please contact the Convention Services Department to schedule. *All prices are subject to 7% Sales Tax.*

### EXHIBITORS WHO WILL BE OFFERING SAMPLE FOOD/DRINK ITEMS

**No food or drink may be sampled without the approval of the Convention Services Department.** A completed form waiving the IP Casino Resort Spa from liability will be required to sample food items on the exhibit floor. The exhibitor is responsible for contacting the Convention Services Department to discuss the type of food being sampled, where it will be prepared and the way that it will be prepared. Frying food on the exhibit floor is prohibited; alternate arrangements can be made by contacting the Convention Services Department.

### INTERNET

Wi-Fi is provided by the hotel complimentary and does not require a password. If you will be using a credit card machine that requires internet, it is suggested that you bring a hotspot as our internet is not secure and will not allow credit card transactions. If a hard-wired internet connection is needed, the price will be \$100 per line and should be requested through the Convention Services Department at least 2 weeks in advance.

### AUDIO/VISUAL

The following items are available for rental (inventory is not limited to the items below) All prices are subject to 7% Sales Tax:

- Extension Cord.....\$25 Each
- Power Strip.....\$30 Each
- Desktop Monitor.....\$75 Each
- Hard-Wired Internet Line.....\$100 Each
- 43" LCD TV.....\$300 Each
- 65" LED TV.....\$450 Each

## **ELECTRICAL POWER**

If electrical power is needed for your exhibit, please contact the Convention Services Department. Arrangements must be made at least 2 weeks in advance and pricing will depend on the amount of power required. Power will be a one-time installation and tear-down fee. You will be provided one plug in when ordering power and it is recommended that you bring an extension cord or power strip to avoid additional costs. All prices are subject to 7% Sales Tax.

### ***120 VOLT SERVICE***

\_\_\_\_\_ 500 Watts (5 Amps) \$106.00 (Regular wall outlet; to power laptop, phone, TV, simple lighting, etc.)  
\_\_\_\_\_ 1000 Watts (10 Amps) \$116.00  
\_\_\_\_\_ 1500 Watts (15 Amps) \$126.00  
\_\_\_\_\_ 2000 Watts (20 Amps) \$136.00

### ***208 VOLT – SINGLE PHASE SERVICE***

\_\_\_\_\_ 20 Amps \$151.00  
\_\_\_\_\_ 40 Amps \$186.00  
\_\_\_\_\_ 30 Amps \$171.00  
\_\_\_\_\_ 50 Amps \$186.00

### ***208 VOLT – THREE PHASE SERVICE***

\_\_\_\_\_ 20 Amps \$216.00  
\_\_\_\_\_ 40 Amps \$276.00  
\_\_\_\_\_ 30 Amps \$246.00  
\_\_\_\_\_ 50 Amps \$306.00

PLEASE CONTACT THE CONVENTION SERVICES DEPARTMENT WITH ANY QUESTIONS  
[BILOXISALES@BOYDGAMING.COM](mailto:BILOXISALES@BOYDGAMING.COM) OR 228-432-3216



*All prices are subject to 7% State Sales Tax.*

# Vendor Credit Card Authorization Form

**DO NOT SEND YOUR FULL CREDIT CARD NUMBER**

ATTENTION:

FROM:

DATE:

Please check the following that applies:

\_\_\_\_\_ Audio Visual Selection: \_\_\_\_\_

\_\_\_\_\_ Electrical Selection: \_\_\_\_\_

\_\_\_\_\_ Hard Wired Internet Connection

\_\_\_\_\_ Forklift or Scissor Lift Rental Selection: \_\_\_\_\_

\_\_\_\_\_ Package Handling Fees Selection: \_\_\_\_\_

\_\_\_\_\_ Misc. Charge \_\_\_\_\_

Guest Name or Group/Event Code

Confirmation Number (If Applicable)

Personal/Corporate Card #

Arrival Date

Departure Date

\*CREDIT CARD NUMBER **Submit only the last four digits below!**

Card Holder Name (as appears on card)

Expiration Date on Card

Billing Address

Telephone Number

Fax Number

Email Address

I authorize \_\_\_\_\_ to apply any charges of the type I have specified above to my credit card for guest/group.  
(Property)

Cardholder's Signature

Date

**Do not email a copy of the credit card.**

**CUSTOMERS - Please write only the last four digits of your credit card number in the boxes below**

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