

GRAND SIERRA RESORT & CASINO
2500 EAST SECOND STREET
RENO, NV 89595

BUSINESS CENTER HANDLING AND SHIPPING FEES
HOURS: MONDAY - FRIDAY, 8AM - 4PM
775-789-2478

HANDLING FEES FOR INBOUND PACKAGES:

Envelopes & Boxes	
Up to 1 Pound	\$2.00 each
1-10 Pounds	\$10.00 each
10-20 Pounds	\$15.00 each
20-30 Pounds	\$20.00 each
30-50 Pounds	\$25.00 each
Over 50 Pounds	\$1.00 per pound
Pallet/Crate	\$350 (standard 48x48)*
Delivery Fee	Up to \$70 per delivery with advanced notice

Deliveries & pick-ups may not be guaranteed with less than 24 hours notice.

COPIES PER PAGE:

Boarding Pass	No Charge
1-50 Impressions	B/W .50 and Color \$1.00
51+ Impressions	B/W .50 & \$5.00 fee
51+ Impressions	Color \$1.00 & \$5.00 fee

STORAGE FEES PER PACKAGE HOLDING LONGER THAN 10 DAYS:

Up to 1 Pound	\$5.00 each day
1-20 Pounds	\$10.00 each day
20-30 Pounds	\$15.00 each day
30-50 Pounds	\$20.00 each day
Over 50 Pounds	\$25.00 each day
Pallet/Crate	\$50.00 each day

RETAIL ITEMS AVAILABLE FOR PURCHASE:

Standard Envelope	\$0.25
Small Padded Envelope	\$1.49
Large Padded Envelope	\$1.99
Small Notebook	\$9.99
USB/Apple Charging Cord	\$7.99
USB/C Charging Cord	\$7.99
USB Thumb Drive	\$5.99
Dual USB Charging Block	\$6.99
Dual USB/ C Charging Block	\$14.99
Packing Tape	\$5.99
Scissors	\$9.99
Multi-Color Highlighter pack	\$5.99
Black Permanent Marker	\$1.99
First Aid Kit (travel size)	\$5.99

HANDLING FEES FOR OUTBOUND PACKAGES:

Pre-labeled	No Charge up to 10 pounds
Up to 10 Pounds	\$5.00 plus shipping fee
10-20 Pounds	\$10.00 plus shipping fee
20-30 Pounds	\$15.00 plus shipping fee
30-50 Pounds	\$20.00 plus shipping fee
Over 50 Pounds	\$1.00 per pound
Pallet/Crate	\$250 (standard 48x48)
Pick Up Fee	Up to \$70 per pick up with advanced notice

USPS FLAT RATE SHIPPING AVAILABLE:

Envelope	\$11.00 plus handling fee
Small Box	\$11.70 plus handling fee
Medium Box	\$21.05 plus handling fee
Large Box	\$29.95 plus handling fee

EQUIPMENT RENTAL:	\$10.00 per 30 minutes
LAMINATING SERVICES:	Starting at \$8.00 per page
FAXING:	\$.50 per page
SCANNING:	\$.50 per page
STAMPS:	\$.78 each
QUIET MEETING SPACE:	\$50.00 per hour
DAILY SHREDDER RENTAL:	\$120.00 per bin

65 gallon bin delivered to your conference space and picked up at the end of your event.

PACKAGES/PALLETS SHOULD BE ADDRESSED TO:

Attn: Name of person who will be picking up the package(s)
 Grand Sierra Resort & Casino Business Center
 Name of Trade Show (if applicable)
 Booth # (if applicable)
 2500 E. Second Street
 Reno, NV 89595
 Phone # of person claiming package

DO NOT put the GSR Sales/Event rep's name on the package. It will go to our receiving dock.

Extended Hours Available with Advanced Notice

Minimum 72 hrs. advanced notice required
 \$75.00 per hour per person
 3 hour minimum Saturday & Sunday

PLEASE SEE IMPORTANT ADDITIONAL INFORMATION BELOW:

INBOUND SHIPPING:

When scheduling your shipping and delivery, please allow enough time for typical shipping delays such as weather delays, non-delivery days or other unforeseen circumstances. If you are expecting more than 10 packages or any pallets, please contact the Business Center ahead of time to inform them of the expected delivery date. Contact at 775-789-2478 or businesscenter@grandsierraresort.com. Handling fees will apply to all packages delivered to the Business Center. Additional storage fees will apply for inbound packages not claimed within 10 days of arrival.

OUTBOUND SHIPPING:

Guests may use their own UPS or FEDEX accounts for shipping charges. Courtesy computers are available to access your online account. Limited carrier waybill are also available. The Business Center is not responsible for any abandoned materials after 5 business days from the scheduled pick-up date.

LIFT GATE REQUIRED FOR ALL FREIGHT DROP OFFS AND PICK UPS.

Max pallet size the Business Center can receive without prior notice is 72"L x 48"W x 96"H.

Max pallet weight is 3000 lbs.

*Additional fees may apply for pallets larger than 48" x 48" x 72".**

Exhibitor will need to call the Business Center for pricing.

Business Center recommends pre-paid labels for return shipping.

If you have any questions, please contact the Business Center at:

775-789-2478 or

businesscenter@grandsierraresort.com