



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

Palms Casino Resort Business Center
Shipping Policy & Instructions
BCEN LEARN LIVE 2026
7/21-7/23/2026

Any questions or comments regarding shipping should be directed to: gppspalms@bizcentr.com

Direct Line: 702-944-5971

- **Hotel Operator: 702-942-7777**
- Please ask the operator to be transferred to the business center

EXHIBITORS:
INCOMING SHIPMENTS TO PALMS CASINO RESORT

Inbound packages/crates to Palms Casino Resort:

- All packages are sent to our Business Center office. All incoming, and outgoing packages, crates, etc. are subject to handling fees that are charged per package and based on weight or dimensional weight, whichever is higher.
- Attached are the exhibitors shipping authorization form, and the handling fee schedule. It's important to clarify that shipping costs charged by independent carriers such as FEDEX or UPS are separate from the handling fees the business center charges for both incoming and outgoing packages or crates, etc.

Business Center hours:

Monday – Friday: 10 AM – 3 PM

Saturday-Sunday: CLOSED – Hours may vary and be extended by request. Your request must be received two weeks before your scheduled event.

Package pick up is available 24 hours a day. Outside of business hours, please reach out to the Bell Desk by dialing 6072 on any hotel phone. They will assist you with your packages for an additional fee of \$20 per cart. To avoid additional fees, please schedule delivery with the business center before the event.



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

Palms Casino Resort Business Center
Label Instructions

***Inbound packages (to the hotel) will be expected to arrive to the business center by no later than: Monday, 7/20/2026**

*****PLEASE READ BELOW*****
<u>*Shipping labels should be addressed as follows:</u>
Name of the Registered Guest OR Onsite Contact / Palms Business Center
Name of the Event / Table or Booth #
4321 W. Flamingo Road
Las Vegas, Nevada 89103
Phone Number of the Registered Guest OR Onsite Contact

- ☐ The business center staff will deliver all packages to your assigned booth prior to set up **as long as an exhibitor form with credit card information (see form below) is provided in advance**. Otherwise, exhibitors will be required to stand in line at the business center to claim their packages, which may cause delays. Handling fees apply.



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

Palms Casino Resort Business Center
Credit Card Authorization Form

BCEN LEARN LIVE 2026

7/21-7/23/2026

Exhibitors: To guarantee delivery of incoming packages/ freight to your booth prior to set up for:

Company name: _____

Booth #: _____

Please fill out and scan/email this form to Palms Casino Resort business center @ gppspalms@bizcntr.com for handling fee payment **NO LATER**

THAN: Tuesday, 7/14/2026

Exhibitors who choose not to send this information will have to wait in line at Palms Casino Resort business center during business hours, and wait for delivery, which can cause further delays. By signing this form, you agree you have read and understand the information in this packet. You agree that the handling fees calculated by the business center will be charged to the card listed below.

Payment (check options) - (Please refer to the handling fee schedule below)

INBOUND ☐

OUTBOUND ☐

(May require shipping form- please read shipping policy)

Credit Card Number: _____

Expiration Date: _____ 3-digit code: _____

Billing Zip Code: _____

Room # /Reservation# (If Known): _____

Registered guest: _____

Amount: \$ _____

Signature: _____



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

**Please affix a separate sheet to each package with the
following information below:**

BCEN LEARN LIVE 2026
7/21-7/23/2026

Attention: Company Name _____

Table # _____

Vendor / Exhibitor attending event:

Contact Name: _____

Cell Number: _____

Palms Casino Resort Business Center
4321 W. Flamingo Rd.
Las Vegas, Nevada 89103



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

**OUTGOING SHIPMENTS FROM THE SHOW
AT PALMS CASINO RESORT**

**Outbound packages/freight from Palms
Casino Resort:**

How to ship using your own UPS/FEDEX or private carrier account from Palms Casino Resort Hotel: (Handling fees apply based on weight or dimensional weight per item, whichever is higher).

All UPS/FEDEX labels and shipping supplies can be provided by the business center. Please call-in advance for any special package needs to keep on hand, if necessary.

Please keep in mind, FEDEX does not provide labels for ground shipments.

What If your company does not have a UPS or FEDEX account?

You can still ship through the business center via **FEDEX ONLY**.

The price of shipping is based on distance, dimensional weight, and time expected for delivery i.e. (Ground/express saver/two-day/overnight). **Shipping authorization forms must be filled out completely to process. (form below)**

ALL INTERNATIONAL SHIPMENTS REQUIRE A CREDIT CARD ON FILE!!! NO CHARGES TO THE MASTER FOR INTL ORDERS!!!!

- **DO NOT SCHEDULE FEDEX OR UPS TO PICK UP YOUR PACKAGES!!**
- **Palms Casino Resort has a daily scheduled pick up from these two carriers.** We will arrange for pick-up of your packages. Please contact the business center with any questions.

IF YOU SUBMIT A SHIPPING AUTHORIZATION FORM WITH CREDIT CARD INFORMATION IN ADVANCE PRIOR TO THE EVENT: Please have your packages properly labeled and ready to ship on your table at the conclusion of the event. Additionally, please leave a business card or contact information with email addresses so we can scan /email receipts for your records. The Business Center will pick up all packages directly from your



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

table and charge your credit card on file for the applicable handling fees, based on weight per package. You may experience shipping delays if the packages are not properly labeled or sealed or if you did not submit a shipping authorization form prior to the event.

IF YOU DID NOT SUBMIT A SHIPPING AUTHORIZATION FORM: Bring all labeled and sealed boxes to the Business Center to be shipped. A handling fee will be charged per package and based on weight or dimensional weight, whichever is higher.

FedEx and UPS shipping labels are available at the business center, and packing tape is available for purchase for \$10 a roll. The business center at Palms Casino Resort is environmentally friendly. Therefore, we offer recycled boxes to ship free of charge.

FREIGHT: Freight Shipping Authorization available upon request.

IF YOU HAVE OUTGOING FREIGHT (PALLETS OR CRATES THAT REQUIRE A FORKLIFT)

PLEASE CONTACT THE BUSINESS CENTER at gppspalms@bizcntr.com



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

SHIPPING AUTHORIZATION FORM

Sender's Name: _____		Date: _____	
Home Address: _____		Phone #: _____	
City: _____		State: _____	Zip: _____
PACKAGE INFORMATION			
Fed Ex Overnight _____ Fed Ex 2nd Day _____ Fed Ex Saver _____ FedEx/UPS Ground _____		Weight: _____ lbs. Dimensional Weight: _____ lbs. Dimensions _____ Declared Value: \$ _____	
Fragile? Yes ___ No ___ Est. Deliver Date _____		If using your own account: FEDEX Acct # _____ UPS Acct # _____ Email: _____	
BILLING INFORMATION (Credit Card Information is Required)			
Visa ___ MC ___ AMEX ___ Discover ___ Credit Card Number: _____ Billing address Zip Code _____ Expiration Date: _____ 3-digit code (on the back of the card) _____ Total Due: \$ _____			
SHIPPING INFORMATION			
1. The above carrier for all parcels accepted by GPPS is subject to refusal for Shipment by the Carrier. 2. GPPS and Carriers do not accept, cannabis, edible, vapor products, hazardous materials, alcohol, tobacco or any "unauthorized" items according to FedEx regulations for shipment at the date of shipment. GPPS assumes no responsibility for those items under any circumstance of loss or damage. 3. GPPS shall act as agent only for the above receipt and forwarding of parcel(s) by the Customer, whose name and address appears above. GPPS assumes no liability for the successful completion of delivery of the parcel(s) accepted for shipment nor for the damage or mishandling of said parcel(s). In the event of loss or damage to said parcel(s), GPPS will act as agent on behalf of the Customer for the filing and processing of claims. It is hereby expressly agreed GPPS shall have no liability if any claim is denied or paid only in part by the Carrier. Parcels packaged by the Customer or any GPPS Specialist not meeting the Carrier's packing standards are not covered for damage during shipment. Customer acknowledges that the carrier's packing standards for shock, vibration & compression have been explained by GPPS. GPPS assumes no responsibility or liability for loss or damages to a parcel packed by the customer or any GPPS specialist. 4. It is also agreed, that provided the Customer has paid the appropriate "Declared Value" insurance fees, the Carrier's liability is limited to the repair or replacement value of damaged or lost items of readily ascertainable market value, not to include items of sentimental value, and the customer must provide proof of value for FedEx to honor a claim at its entire discretion.		Failure to disclose the "Declared Value", and pay additional insurance fees will be subject to FedEx entire discretion to only pay a maximum of \$100 if the claim is approved. If parcel (should arrive damaged, the recipient must save all packaging materials/cartons and must arrange for inspection of the damaged parcel(s) with the Carrier's local agent or claim may be denied. 5. GPPS is not liable for the failure of the Carrier to properly collect or remit funds for COD parcels. Furthermore, recipient's check shall be accepted for COD's at Customer's risk unless otherwise noted on COD form. 6. Customer shall not hold GPPS liable for failure to make timely delivery on delivery date specified. Any statement by GPPS as to probable date of delivery by Carrier is a statement of opinion only, and shall not be warranted in any manner. GPPS shall not be liable for any delays in shipments or deliveries by any carrier (UPS/FedEx/USPS or similar). 7. The foregoing constitutes the full and complete agreement between GPPS and Customer, and supersedes all prior/subsequent representations either written or oral. 8. Claims not made in writing within 10 DAYS for air shipments or 3 MONTHS for ground shipments are WAIVED. 9. Customer authorizes the Business Center to charge any excess amount to the credit card listed above or the credit card used on file for any reservations with the hotel should a discrepancy occur after FedEx provides statement on shipment. (Customer's Initials) _____	
Customer's Signature			
Signature: _____			



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

PALMS

Business Center Disclaimer

Managed & Operated by
GPPS-Global Printing Packing Shipping
A FedEx Authorized Ship Center 

Direct 702.944.5971

gppspalms@bizcntr.com

Package Handling Services Receiving and Shipping Handling Fees

Flat Envelopes	\$7.00
Packages 15 lbs. or less	\$15.00
16 lbs. to 30 lbs.	\$22.00
31 lbs. to 40 lbs.	\$30.00
41 lbs. to 50 lbs.	\$37.00
51 lbs. to 75 lbs.	\$44.00
76 lbs. to 99 lbs.	\$54.00

Receiving and Shipping Pallet Handling Fees

100 lbs. & UP	\$0.75 Per Pound
Minimum Charge	\$250 per pallet

†Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$200.00 minimum per pallet.

Disclaimer: Event contract discloses handling and storage fees apply. By shipping to this property, you are agreeing to pay for handling fees applicable to inbound and outbound packages, freight, and other charges. Handling fees apply even if you bring your own labor to load or unload freight. Handling fees do not apply to booth set up. *Handling fees subject to change.



Business Center at Palms Casino Resort
GPPS – Global Printing Packing Shipping (FASC)

Storage Fees

Package Weight	Storage Fee After 5 Days
Envelopes up to 1.0 lb.	No Charge
0.0 - 10.0 lbs.	\$5
10.1 - 30.0 lbs.	\$10
31.0 - 60.0 lbs.	\$15
60.1 - 150 lbs.	\$25

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and an additional oversize fee will be assessed if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipients may be required to present government-issued photo identification and sign for delivery. Shippers must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping.

OBTAIN APPLICABLE INSURANCE COVERAGE ON PACKAGE CONTENTS PRIOR TO SHIPPING.

Neither the Property nor FedEx Authorized Ship Center Office provide such insurance. Neither the Property nor FedEx Authorized Ship Center Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Authorized Ship Center Office may establish from time to time for receiving and delivering packages.