



SHIPPING GUIDELINES FOR EXHIBITORS AND ATTENDEES

All items must be labeled as follows:

Beau Rivage Resort & Casino

ATTN: _____ (Name of person who will pick up item)/Hotel Guest or Non-hotel Guest)

Group you are exhibiting for

875 Beach Blvd.

Biloxi, MS 39530

Box 1 of _____

Due to a shortage in storage space, items cannot be accepted sooner than (3) days before pick-up of item(s) and cannot be kept any longer than the last day of the scheduled event.

BUSINESS CENTER IS NOT AVAILABLE AT THIS TIME – CHECK WITH FRONT DESK OR CONFERENCE SERVICES FOR ITEMS SENT TO PROPERTY

LARGE ITEMS & ITEMS BROUGHT OR DELIVERED TO LOADING DOCK

Large items are defined, but not limited to items on pallets, crates or needs assistance with pallet jacks.

Fee to Pick-up Item(s) at Loading Dock and bring to Convention Floor - \$75 per item

Fee to remove item(s) from Convention Floor to bring to Loading Dock - \$75 per item

***Beau Rivage will bring item to table. It is your responsibility to set it up, un-crate, etc. and take it down/crate back up, etc.

Storage Fee - \$150 per day/per item

***This includes storage for "container"

Due to a shortage in storage space, large items cannot be accepted sooner than (3) days before pick-up of item(s) and cannot be kept any longer than the last day of the scheduled event.

Shipping of large items must be coordinated with the Convention Manager, Lisa Fletcher, at lfletcher@beaurivage.com or at 888-499-7711, no later than 1 week prior to item(s) arrival and departure. Bringing items or having items delivered to the loading dock must also be coordinated with the Convention Services Manager prior to item(s) arrival and departure. Otherwise, item(s) **will be refused.**

ALL INDIVIDUALS ACCESSING THE LOADING DOCK AND BACK OF THE HOUSE AREAS ARE REQUIRED TO OBTAIN A VISITORS BAGDE FROM SECURITY, LOCATED AT THE LOADING DOCK. NO EXCEPTIONS!