

BUSINESS SERVICES CENTER

The Business Services Centers provides a broad spectrum of products and services and allows our guests to accomplish all their business needs. The following services are available:

- Table-Top Exhibits and Services
- Conference Room Rentals
- Equipment rentals
- Communication rentals
- Courier services – FedEx, UPS, (Freight services –Air, Land and Sea)
- E-mail Services, copying, notary service and office supplies

In addition to the above services, Wynn Business has private office suites are available for guests whose business needs run parallel with their travels. These private office suites feature computers and color printers and phones for conference calls. Internet access for Laptops is also available in our private office suites.

In addition, the Encore Business Center has three meeting rooms that hold 3-8 guests. Rental of these meeting facilities include an Inter-active white board; speaker phone and WIFI Internet access; Catering options are available through in room dining; Reservation requests can be confirmed directly through the Business Center.

Shipping and Receiving (Freight and Packages)

Inbound Shipments

All inbound shipments to the Wynn or Encore Resort are to be addressed as follows:

Events at Wynn or Encore Las Vegas:

Recipient's First and Last Name/Hotel Guest

Name of Group/Event (Dates of Event)

Reservation Number/Onsite contact number

c/o Wynn Las Vegas

3131 Las Vegas Blvd. South

Las Vegas, NV. 89109

Dock hours for arriving shipments: 7:30 A.M. to 5 P.M. Daily.

Outbound Shipments

Outbound shipments can be processed at the Business Services Center seven days a week. Carrier services include: UPS, FedEx, and freight services via Air, Land or Sea

- **Shipments received after 1:30 P.M. will be processed the following business day**
- **Saturday shipments need to be received by 11AM for pickup at 12noon**

The Resort will not accept any of the following:

- **Collect shipments or call tags**
- **Shipments consigned to an exhibitor in a trade show booth;** These shipments will be re-directed to the decorator handling the show.
- Cadavers, weapons, explosive, and any hazardous materials that are governed by local, state, or federal laws.

Package Handling Rates

All Inbound and Outbound packages are subject to processing, X-raying and handling fees based on a sliding weight scale.

Packages and envelopes:

Envelopes up to 1lb	\$10.00
0 - 1 lb	\$10.00
2 - 10 lbs	\$15.00
11 - 20 lbs	\$25.00
21 - 30 lbs	\$30.00
31 - 40 lbs	\$35.00
41 - 50 lbs	\$40.00
51 - 60 lbs	\$50.00
61 - 70 lbs	\$60.00
71 - 80 lbs	\$70.00
81 - 90 lbs	\$80.00
91 - 100 lbs	\$90.00
Over 100.1 lbs (\$100.00 per hundred pounds)	\$100.00

Minimum charge for a pallet or Crate is \$350.00

Storage fees apply to shipments over 100 lbs. or multiple package shipments totaling over 100 lbs. Storage fees are assessed at \$20 per 100 lbs. per day

- Please note that an authorized signer or representative must be present at the time of delivery to sign for your packages.
- Packages with *no name* will be rejected and will be refused.

Please note that the above pricing is subject to change.

Freight Handling Rates and Services

- The dimensions of freight items are limited to a five (5) foot cubic square per item and total weight is not to exceed 15,000 lbs. per event.
- Shipments in excess of these dimensions or weight limits should be referred to a local exhibit company for special handling. Multiple package shipments arriving for the same recipient which weigh in excess of 100 lbs. will be classified as freight and charged at \$85.00 per 100 lbs (\$225.00 minimum). (Minimum charge for a Pallet is \$350.00)
- Certified weight tickets or bills of lading are required for all shipments and a copy must be e-mailed to the Wynn Las Vegas Business Center, no later than ten (10) business days prior to the arrival of the shipment. Shipments arriving without prior notification or arrangements may be refused.
- Freight processing and movement will be handled by Wynn Las Vegas personnel only. Wynn Package Room. **Dock hours for arriving or departing shipments: 7:30 A.M. to 5 P.M. Daily.**
- Shipments will be assessed a storage charge of \$10.00 per 100 lbs. per day. At the close of the function or event, if appropriate documents and pickup times have not been received by the Wynn or Encore Las Vegas Business Centers, and if a carrier refuses to accept or pickup any shipment, an additional storage charge of \$10.00 per 100 lbs. per day will apply.

- Due to limited space; items that need to be staged or stored prior to the start of your function or event will require coordination through your Convention Services, Catering or Sales Manager prior to shipping.
- All items arriving by common carrier (regular route LTL -less than truck load) carriers with established local terminals, van lines, specialized carrier, company truck or personnel vehicles will be subject to the following handling, equipment, storage, and labor charges:

Labor, equipment, and storage fees:

Hourly in-house labor movement fee\$75.00/hour per person, which include the following services:

- Skidding or un-skidding pallets and shrink wrapping
- **Empty boxes or crates that require storage is unavailable**

Forklift \$350.00 each way
 Storage..... \$10.00 per 100lbs/day
 Suite Room deliveries (additional fees apply).....\$175.00 per hour/person (delivery pickup)

Due to limited storage space; freight and package shipments will be only accepted up to 5 days in advance of your event. All shipments need to be coordinated with the Convention & Business Services Managers.