



Vendor Information and Instructions

CONTACT THE CONVENTION SERVICES DEPARTMENT FOR ALL OF THE FOLLOWING REQUESTS:

Please direct all exhibit requests and questions to the following email address or phone number so that you may be connected with your event’s Convention Services Manager:

biloxisales@boydgaming.com
228-432-3216

When contacting us, please indicate your company name, the event name, and the dates you will be onsite.

SHIPPING TO AND FROM IP CASINO RESORT SPA

LABELING MATERIALS FOR INBOUND SHIPMENTS

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

VENDOR NAME:
CONVENTION NAME:
c/o IP CASINO RESORT & SPA
850 BAYVIEW AVENUE
BILOXI, MS 39530

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

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

The venue charges package handling fees. Client must schedule deliveries to arrive at the venue no more than 5 days prior to the event. Additional storage charges may apply if packages arrive too early.

Letters.....
.....\$2.50 per package 0 to 25
pounds.....
.....\$5.00 per package 26 to 50
pounds.....
.....\$10.00 per package 51 to 75
pounds.....
.....\$15.00 per package 76 to 100
pounds.....
.....35.00 per 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 \$.35 per pound will apply, taxes not included. Additional storage charges may apply if pallet

arrives too early.

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.

OUTBOUND SHIPPING INSTRUCTIONS

- All items must be sealed and labeled by the vendor with paid labels.
- Outbound Shipping Request Form must be completed (page 5).
- Leave your shipment at your vendor table in the exhibit space, our teams will pick these up and deliver to outbound shipping.
- UPS and FedEx make deliveries/pickups on weekdays around 3 PM.
- IP Casino Resort Spa will not be 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.

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.**

LOCATING YOUR SHIPMENT

Deliveries will be made to the meeting room the day of the event unless other arrangements have been made with the Convention Services Department. If your packages are not already delivered to your tabletop/booth on the day of your event, please contact your event's Registration Desk, where the client can contact banquets or Convention Services to have the items delivered to where they need to be.

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. **PRICING DOES NOT INCLUDE 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):

PRICES BELOW DO NOT INCLUDE 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.....\$300 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. **PRICES BELOW DO NOT INCLUDE 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 _____ 30 Amps \$171.00 _____ 40 Amps
- \$186.00 _____ 50 Amps \$186.00

208 VOLT – THREE PHASE SERVICE

- _____ 20 Amps \$216.00 _____ 30 Amps \$246.00 _____ 40 Amps
- \$276.00 _____ 50 Amps \$306.00



Fax Number: 228-432-3275

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 fax us a copy of the credit card. Please fax the completed form and a copy of the Credit Card Holders Photo ID to the fax number above corresponding to the property of your stay

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

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OUTBOUND SHIPPING REQUEST

INSTRUCTIONS: Please fill out all information completely to ensure proper handling of your shipment. P.O. boxes are not an acceptable address. Sender and recipient phone numbers as points of contact to communicate shipment status changes, are highly recommended.

TO:

COMPANY NAME:

ATTENTION:

ADDRESS:

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE:

NUMBER OF PACKAGES:

SHIPMENT SCHEDULING OPTIONS (CIRCLE YOUR CHOICES):

NEXT DAY AIR EARLY AM (8AM) NEXT DAY AIR (10:30AM) NEXT DAY AIR SAVER (3PM)

2 DAY AM (10:30AM) 2 DAY (12PM) 3 DAY (5PM) GROUND (3-5 BUSINESS DAYS)

TRACKING #:

FREIGHT LINE:

FROM:

NAME:

COMPANY NAME:

COMPANY ADDRESS:

TELEPHONE:

SIGNATURE:

DATE:

FOR ANY QUESTIONS, PLEASE CONTACT THE CONVENTION SERVICES DEPARTMENT AT BILOXISALES@BOYDGAMING.COM OR 228-432-3216