

## Shipping Instructions

### Preparing your Shipment:

The Business Center at NYNY is committed to providing you with an outstanding experience during your stay. All guest and event packages shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact The Business Center at 702.740.6150. Package deliveries should only be scheduled after the recipient has completed the check-in process.

It is recommended to ship packages no sooner than 7 days prior to arrival. There is a \$5 holding fee per day/ per package for any packages that are stored over 10 days.

### Package Labeling Standards and Business Center Contact Information:

(Guest Name) (Guest Cell Number) c/o Business Center at New York New York 3790 S Las Vegas Blvd Las Vegas, NV 89109 (Convention / Conference / Group / Event Name) Box _____ of _____
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The Business Center at New York New York  
3790 S Las Vegas Blvd  
Las Vegas, NV 89109  
Phone: 702.740.6150  
Fax: 702.740.6700  
Email: [NYNYBusinessCenter@nynyvegas.com](mailto:NYNYBusinessCenter@nynyvegas.com)

Operating hours: Monday-Friday - 8:00am – 4:00pm  
(Holidays excluded) Saturday and Sunday – Closed

### Shipments with special requirements:

Meeting and event planners, exhibitors and attendees are encouraged to contact the business center in advance of shipping their items to NYNY Hotel and Casino with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to the business center in advance of your event.

### On-Site Package Delivery:

In most cases, the business center will complete delivery or pickup of packages within the conference and meeting rooms, lobby area, and guest suites of New York New York, but please consult with a team member of the business center for specific delivery limitations that may exist.

### Package Delivery to Guest Suites / Meeting Rooms:

The Business Center will complete delivery or pick up of packages to guest suites at the NYNY Hotel, but please consult with a member of the business center for any specific delivery limitations that may exist. The Business Center is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/ or meeting rooms.

**Upon Your Arrival:**

Packages will be available for pickup at The Business Center; a handling fee will apply. Package, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at 702.740.6150; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, The Business Center requires the package recipient's signature before a package can be released from The Business Center. Release signatures are captured at the time of package pick up or package delivery to the recipient.

**Upon Your Departure:**

The Business Center offers pack and ship services and packing supplies, such as boxes, tape, etc., which are also available for purchase at The Business Center. All outbound packages must have a completed carrier air bill affixed to each package. The Business Center does ship packages out via UPS, unless a prepaid label is provided. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to The Business Center, indicating when those items will be picked up. The Business Center will not make arrangements for freight or third-party courier transportation and/or pick up. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

**Package Handling and Storage Fees:**

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST
0 - 1 lbs	\$7.00
1.1 - 10 lbs	\$10.00
10.1 - 20 lbs	\$15.00
20.1 - 30 lbs	\$20.00
30.1 - 40 lbs	\$25.00
40.1 - 50 lbs	\$30.00
50.1 - 75 lbs	\$40.00
75.1 - 100 lbs	\$50.00
100.1 - 150 lbs	\$70.00
Pallets & Crates*	\$250.00 or \$0.75/lb > 333lbs

\*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb > 333lbs, which is applied to each pallet/crate handled.

An MGM Resorts Destination

**Business Center Rate Card**

**Photocopies: (plus tax)**

Black and White: \$2.00 per page (single sided)  
\$2.50 per page (double sided)  
Color: \$3.00 per page (single sided)  
\$3.50 per page (double sided)

**Faxes:(plus tax)**

All: Incoming per page- \$1.00  
Outgoing: 1<sup>st</sup> three pages- \$5.00  
Additional pages: \$1.00

**Notary Services:**

First Signature: \$5.00  
Each additional signature: \$2.50

**Computer Usage (available 24 hours)**

Computer Terminal: \$7.00(for 7 minutes)  
Additional Minutes: \$7.00(for additional 7 minutes)  
Computer Printouts: \$1.50 per page

**Additional Services**

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickups or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each business center member dedicated to performing these additional services. Please note that we cannot lend out any moving equipment, which includes, pallet jacks, dollies, and bell carts.

**Terms and Conditions:**

Receiving, delivery and storage charges are payable at the time of delivery, Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal law, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. The New York New York property does not provide such insurance. The New York New York is not 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 re on the property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above.