

Business Center Price Guide



Business Center

Virgin Hotels Las Vegas offers a limited business center, to assist you with all of your printing, copying, collating, data entry or file transfer needs.

To service your business needs after hours, we also offer a 24-hour Automated Business Center kiosks.

SERVICES INCLUDE:

Computer kiosk with Internet access and printer

Shipping and Receiving/Packages

In addition to the standard courier fees (FedEx, UPS, DHL) there will be a handling charge for incoming and outgoing packages. The cost will be based on weight and size.

Below are some guidelines for shipping packages to and from the Virgin Hotels Las Vegas.

The labelling on your packages should include:

Name of Hotel Guest or Meeting Planner

Group/Conference & Arrival Dates

Virgin Hotels Las Vegas

4455 Paradise Road

Las Vegas, NV 89169

Please do not put hotel contact name on package.

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to guest rooms or meeting space, please allow 45-60 minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery. There will be a \$5.00 per week service charge for anything stored by the business center longer than 7 days.

The Virgin Hotels Las Vegas's current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package are as follows:

Receiving & Shipping Packages - Handling fees

Letter	\$ 5.00
Packages up to 5 lbs	\$ 8.00
Packages between 6 - 15 lbs	\$ 15.00
Packages between 16 - 25 lbs	\$ 24.00
Packages between 26 - 51 lbs	\$ 65.00
Packages 52 lbs & over	\$ 85.00
Skids/Pallets	\$ 240.00
Skids/Pallets 500lbs & over	\$ 0.75/lb

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* Service Charge of 15% for all services of 5 items or more, and or services totalling \$200 or more. Handling may vary due to size of packages. There is a \$5.00 delivery service of all items.

* Package dimensions can affect pricing. Please call if you have any questions.

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

Following your event, the Package Room can provide pickup service from your guest room or meeting space with a 45 minute pickup time. In addition to the standard courier fees (FedEx, UPS, DHL) there will be a handling charge for incoming and outgoing packages. The handling fees listed above will apply for pickup per box. With an additional service for labor and packing.

The normal business hours of the Package Room are:

Monday through Friday - 7:00am - 6:00pm, Saturday 8am-4pm, Sunday until 4 at guest request only.

Special accommodations can be made for service beyond the normal business hours at \$97.00 per hour per person with advance notice.

Due to limited storage space; freight will be accepted 4 days prior to the show. All shipments need to be coordinated with your Convention Services Manager prior to shipping. Virgin Hotels Las Vegas will not accept any of the following:

1. Collect Shipments
2. Cadavers
3. Weapons or explosive materials

Loading Dock

Exhibitors who have items delivered to the hotel by way of freight and will be needing to back a truck into the loading dock of the hotel before, during, and or after an event will have to coordinate dock plans by way of a loading dock schedule 5 business days before the start of the event to avoid a flat service rate of \$105.00 an hour. Arrangements with the business center must be made to avoid this service penalty. At the time of this arrangement the business center will assign a dock manager to the event. If hotel guests have met the service agreement there will be no service charge for trucks docked. If service is needed outside of these hours of operation there will be a standard service of \$105.00 an hour that will apply. This too will have to be coordinated with the business center before hand in order to have a dock manager issued to the event.