



**Business Services Center**

Phone: 702.590.9750

Fax: 702.590.7112

Email: bsc@aria.com

**Shipping Instructions:**

When sending your packages, the shipping label should read:

Attn: **[Guest Name]** – Hotel Guest

ARIA Resort & Casino

3730 Las Vegas Blvd. South

Las Vegas, NV 89158

Once the packages are received and processed at the Business Services Center, your room will be messaged letting you know they are available for pick-up or delivery to your room. If your packages arrive before you check-in to ARIA, the Business Center will accept and store them for 14 days prior to your check-in date. If the receiving date falls before this specified period and there is no record of a guest reservation in the Hotel system, then the package is liable to be returned to the sender.

UPS and FedEx are our preferred couriers since they deliver to the hotel Monday – Saturday. USPS is also a valid courier, however their Express Service is **not** guaranteed because parcels are delivered to a Las Vegas sorting facility before they are brought to the hotel. **This can delay USPS packages by up to 3 days.**

Please be advised that there is a handling charge for the packages based on weight. The handling charge includes receiving, processing, and storing of your packages, as well as ensuring the delivery of the packages to you. The handling fees are listed below.

<b>Weight</b>	<b>Price</b>
0 – 1 lb. (Letter)	\$6.00
2 – 15 lbs.	\$10.00
16 – 30 lbs.	\$15.00
31 – 50 lbs.	\$20.00
51 – 80 lbs.	\$40.00
81 – 100 lbs.	\$60.00
101 – 150 lbs.	\$80.00
151 lbs or More	\$80.00 per 100 lbs., rounded to the nearest 100. (i.e. 151 lbs. = \$160.00)

**To avoid delays, please do not send packages to the Convention Services Manager's attention.**

**Alcohol policy:**

Alcohol shipments are not permitted to be sent to the hotel from liquor distributors outside of the state of Nevada due to taxation regulations and are subject to refusal. Please call the Business Center to make alternative arrangements.

**Perishable Items:**

Please contact the Business Center prior to shipping any perishable items to ensure the item is stored properly.

**Shipping Services:**

Available carriers include FedEx, UPS, and domestic USPS:

- Next day priority (early am)
- Next day standard (10:30am)
- Next day saver (3:00pm)
- 2<sup>nd</sup> day
- 3-day service
- Ground
- International (except USPS)
- Saturday pick-up or delivery (additional fees)

**Facsimile Services:**

For faxes to a registered hotel guest, include the guest's full name and number of pages sent.

Incoming	\$2.00 per page \$1.00 per page after 10 pages
Outgoing Domestic	\$8.00 first page \$3.00 each additional page
Outgoing International	\$14.00 first page \$3.00 each additional page

**Copies:**

Copies include reducing, enlarging, collating, and stapling.

Black & White	\$ .25 per page
Color	\$3.25 per page
Card Stock	\$ .15 per page
Colored Plain Paper	\$ .08 per page

**Scanning:**

\$15.00 first 15 pages
\$1.00 each additional page

**Email & Printing:**

Guests can email their documents to [bsc@aria.com](mailto:bsc@aria.com).

Black and white	\$1.00 per page
Color	\$3.25 per page

**Private Office Suite Rentals:**

Desktop computer with Microsoft Office and Internet access.

Black and White printing included.

\$1/minute with a 15-minute minimum

**STORAGE FEES**

For guest's that need to store their boxes, crates, pallets, etc. during the duration of their stay or event, the Business Center can provide the convenience of storing your items for \$100.00 per day and per item.