

Beau Rivage[®]

WEDDINGS



875 BEACH BOULEVARD | BILOXI, MISSISSIPPI 39530 | 228.386.7155 | BEAURIVAGE.COM

Packaging & Shipping

SHIPPING PROCEDURES & FEES

BEAU RIVAGE WILL ACCEPT MOST PACKAGES AND FREIGHT UP TO THREE (3) DAYS PRIOR TO ARRIVAL. HANDLING FEES WILL APPLY FOR ALL INCOMING AND OUTGOING SHIPMENTS. HOTEL POLICY REQUIRES THAT ONLY THE ADDRESSEE MAY SIGN FOR AND RECEIVE PACKAGES AND FREIGHT. A PHOTO I.D. IS REQUIRED. ALL PACKAGES SHOULD BE SENT TO THE FOLLOWING ADDRESS:

..... **BEAU RIVAGE RESORT AND CASINO**
..... **75 BEACH BOULEVARD**
..... **BILOXI, MS 39530**
..... **HOLD FOR: GUEST'S NAME/COMPANY NAME**
..... **ARRIVAL DATE:**
..... **BOX: # OF #**

THE HOTEL CONVENTION SERVICES DEPARTMENTS MUST BE NOTIFIED OF ANY INCOMING PACKAGES AND FREIGHT AT LEAST SEVEN (7) DAYS PRIOR TO THE ARRIVAL OF THE SHIPMENT.

PARCELS/PACKAGES

INBOUND:

PARCELS MUST BE PROPERLY LABELED AND WILL BE HELD FOR GUEST PICKUP AT THE BUSINESS CENTER.

OUTBOUND:

SHIPPING AUTHORIZATION FORMS ARE REQUIRED AND MUST BE COMPLETELY FILLED OUT AND OBTAINED FROM THE BUSINESS CENTER. AFTER COMPLETING THE FORMS, PARCELS WILL BE WEIGHED AND WILL RECEIVE A SHIPPING LABEL. CUSTOMS DOCUMENTATION IS REQUIRED IF SHIPPING INTERNATIONALLY. OUTGOING PARCELS MUST BE DELIVERED TO THE BUSINESS CENTER NO LATER THAN 2:00 P.M. FOR SHIPPING ON THAT DAY. ANY PARCELS DROPPED OFF AT THE BUSINESS CENTER AFTER 2:00 P.M. WILL BE SHIPPED THE FOLLOWING DAY, WITH THE EXCEPTION OF FRIDAY, THEN PARCEL WILL SHIP THE FOLLOWING MONDAY, ALTHOUGH SATURDAY DELIVERY IS AVAILABLE.

FREIGHT

INBOUND:

THE CONVENTION SERVICES/CATERING DEPARTMENT IS RESPONSIBLE FOR THE COORDINATION OF INCOMING FREIGHT THAT EQUALS TO OR IS LARGER THAN A STANDARD PALLET SIZE- 40"X47" (THIS IS ALSO KNOWN AS "LARGE ITEMS"). HOTEL'S BUSINESS OFFICE EMPLOYEES ARE REQUIRED TO MOVE ALL ITEMS FROM/TO THE DOCK, UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE THROUGH THE CONVENTION SERVICES/CATERING DEPARTMENT.

IF A MEETING GROUP REPRESENTATIVE MUST ACCESS ANY STORED FREIGHT, THE REPRESENTATIVE MUST CONTACT THE BUSINESS CENTER. HOTEL IS UNABLE TO RECEIVE, STORE, OR SHIP FREIGHT WHICH IS LARGER THAN A STANDARD PALLET (40" X 47") UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE.

FREIGHT CAN ONLY BE RECEIVED BETWEEN THE HOURS OF 6:00 A.M. AND 2:00 P.M. ON WEEKDAYS AND ON SATURDAYS. **PLEASE NOTE THE DOCK IS CLOSED ON SUNDAYS.**

INCOMING SHIPMENTS THAT DO NOT INCLUDE THE PROPER INFORMATION ON THE LABEL AND/OR SHIPMENTS THAT ARRIVE AFTER HOURS MAY BE REFUSED UNLESS THE PROPER ARRANGEMENTS HAVE BEEN MADE. THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE CONVENTION SERVICES/CATERING DEPARTMENT AT LEAST SEVEN (7) DAYS PRIOR TO THE ARRIVAL OF THE SHIPMENT FOR LARGER ITEMS:

- COMPANY TRANSPORTING THE FREIGHT
- DELIVERY DATE & TIME
- CONTACT NAME AND INFORMATION FOR PICKUP
- # OF PALLETS AND ESTIMATED WEIGHT

OUTBOUND:

SHIPPING REQUISITION FORMS ARE REQUIRED AND MUST BE OBTAINED FROM THE BUSINESS CENTER. AFTER COMPLETING THE FORMS, FREIGHT WILL BE WEIGHED AND WILL RECEIVE A SHIPPING LABEL. CUSTOMS DOCUMENTATION IS REQUIRED IF SHIPPING INTERNATIONALLY. IT IS THE RESPONSIBILITY OF THE GUEST TO NOTIFY THE TRANSPORTATION COMPANY OF PICKUP DATE AND TIME. THE BUSINESS CENTER MUST RECEIVE NOTIFICATION OF THE INTENT TO SHIP OUTBOUND AT LEAST SEVEN DAYS PRIOR TO SHIP DATE. FREIGHT CAN ONLY BE SHIPPED BETWEEN THE HOURS OF 6:00 A.M. AND 2:00 P.M. ON WEEKDAYS AND 7:00 A.M. AND 2:00 P.M. ON SATURDAYS. **PLEASE NOTE THE DOCK IS CLOSED ON SUNDAYS.**

SET UP ASSISTANCE FEES ARE APPLICABLE TO INBOUND AND OUTBOUND FREIGHT FOR LARGE ITEMS. *PLEASE SEE YOUR CATERING AND CONFERENCE SERVICES MANAGER FOR DETAILS, SHIPPING GUIDELINES AND PRICES.*

HANDLEING FEES

IN ADDITION TO SHIPPING COSTS, THE FOLLOWING HANDLING CHARGES (SUBJECT TO CHANGE) WILL APPLY FOR ALL INCOMING AND OUTGOING LETTERS PACKAGES:

- 0 - 50 POUNDS \$5.00 PER PARCEL
-51 - 100 POUNDS \$10.00 PER PARCEL
-OVER 100 POUNDS \$15.00 PER PARCEL

SPECIAL PRICING FOR LARGE ITEMS - PLEASE SEE THE CATERING AND CONFERENCE SERVICES MANAGER.

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RESORT & CASINO • BILOXI

An MGM Resorts Luxury Destination

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