

## SHIPPING SERVICES OUT-GOING PACKAGES

We ship via UPS, FED EX and most other freight companies

The shipping company's retail rates will apply plus a hotel handling fee.\*

## IN-COMING PACKAGES

We will receive and hold your package for up to 3 days at no charge (a \$3.00 per package per day storage fee will be charged after that). A handling fee\* will apply to retrieve your package.

Handling fees:

0-15 lbs	\$6.00 each
16-30 lbs	\$12.00 each
31-45 lbs	\$18.00 each
46-60 lbs	\$24.00 each
61-75 lbs	\$30.00 each
76-90 lbs	\$36.00 each
91-100 lbs	\$42.00 each
101-150 lbs	\$65.00 each

oversized packages, pallets and crates:  
\$100 flat fee plus \$ .35/lb

Address your Shipping label with as much information as possible (see below):

Riviera Hotel & Casino  
c/o Business Center/Guest: (Recipient's Name),  
(Convention Name), (Cell Phone #)  
2901 Las Vegas Blvd. South  
Las Vegas, NV 89109

Note: If your packages are registration material, your packages must be clearly marked **REGISTRATION MATERIAL**.

Packages left in our possession for more than 10 days may be returned to sender.

## PHOTOCOPIES BLACK AND WHITE

### Single sided

1-500.....	\$ .25	501-1000.....	\$ .20
1001+ .....	\$ .15	Transparencies..	\$2.50

### Double Sided

1-500.....	\$ .35	501-1000.....	\$ .30
1001+.....	\$ .20		

### COLOR

#### Single Sided

1-500.....	\$2.50	501-1000.....	\$1.75
1001+ .....	\$1.25	Transparencies..	\$5.00

#### Double Sided

1-500.....	\$3.00	501-1000.....	\$2.25
1001+.....	\$1.75		

## NOTARY SERVICE

Service Charge.....	\$10.00
Each Signature.....	\$1.50

## FAX SERVICE

### IN-COMING:

Per page.....	\$1.50
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➔ **Fax No.... (702) 794-9663** ➔

### OUT-GOING:

<b>Domestic</b> first page.....	\$6.00
each additional page.....	\$2.00
<b>International</b> first page.....	\$12.00
each additional page.....	\$2.50

All prices are subject to change without notice.

## COMPUTER SERVICES



**Airline Boarding Passes.....\$6.00**  
(includes 4 passes)

All other computer use  
**\$1.00 Per Minute** (or part of a minute)  
**\$5.00 Minimum**

**30 Minutes.....\$20.00**  
**Maximum 30 minutes**  
(enforced at management's discretion)

\$ .50 each **black and white** printed copy  
\$1.00 each **color** printed copy.

## OTHER SERVICES

WiFi Cards - Word Processing - Printing  
Digital Cameras - Office Supplies\*\*  
Charger Sales & Rentals - Phone/Laptop  
Hand Truck Rentals - Prepaid Phones  
Boxes & Packing Supplies  
and more - **just ask us!**

(Some services are subject to a service fee)

\*\* (Price list on reverse side)

**RIVIERA HOTEL & CASINO  
BUSINESS CENTER**  
**2901 LAS VEGAS BLVD. SOUTH**  
**LAS VEGAS, NV 89109**  
**PHONE (702) 794-9500**  
**M - F, 7 am - 6 pm**  
**Sat. & Sun., 8 am - 5 pm**  
**www.rivierahotel.com**

Revised 11/1/08