



TULSA

Shipping & Receiving information for clients

Hard Rock Hotel and Casino - 777 W. Cherokee Street, Catoosa, OK 74015

Incoming Packages

All packages must be shipped prepaid

Clearly marked with the name of the convention

Date of meeting or convention

Name of the person for whom the package is being held

Name of the Convention Service Manager servicing the group

Number of packages i.e. (1 of 3)

Packages should not be sent to arrive more than 2 business days prior to the event

Boxes will all be delivered to area of group's meeting – noted on resume

Out Going Packages

Individuals will need to follow the below information

- Client will need to fill out their own labels
- Please keep a copy of the shipping information
- The client will need to pack the boxes
- Notify Staff package is ready 918.352.1142 (Banquet/Setup Staff)
- Our staff will notify warehouse boxes are ready for pickup
- Individual is responsible for calling FedEx, UPS, etc...

Audio Visual Request

Name	Check if needed
Company	
Credit Card Form must be filled out prior to event	
Booth/Breakout Room	
LCD Projector @ \$315.00++	
Power Strip @ \$10.00++	
42' Monitor @ \$110.00 ++	
AV Cart @ 25.00++	
DVD Player @ \$60.00 ++	
Extension Cord @ \$6.00++	
10x10 Screen -\$110.00 ++	
Electric @ \$25.00++ (per day)	
6' table (skirted) \$25.00 ++	
Chairs other then the two supplied in the booth - \$10.00 ea ++	
Tall Bistro Tables \$25.00 each ++	
Special A V needed? Please inquire with the hotel	

NOTE: Tradeshow is in a carpeted area and the wireless internet is complimentary