



THE LANDING HOTEL

SHIPMENT NOTIFICATION FORM

INBOUND SHIPPING INFORMATION

IMPORTANT:

Rivers Casino and Resort does not have a shipping and receiving department, therefore, it is the responsibility of the client and/or vendor to contact their carrier for deliveries and pickup. If the client and/or vendor orders material handling (material handling is for all shipments to be taken to the Event Center and/or Hotel by a Rivers operations team member), they are responsible for the proper labeling of such items. Please have your labels with you, Rivers does not provide shipping labels. All vendors will be responsible for contacting their carrier for pick up and affixing the appropriate return labels.

Ship to:

Rivers Casino and Resort
1 Rush Street
Schenectady, NY 12305
Event Name: _____
ATTN: Carney McGuire (Director of Sales)

****Due to limited storage, Rivers Casino and Resort requests that items not be received sooner than three (3) days prior to the event. Please note no pallets or packages over the size of 7'x6'*****

OUTBOUND SHIPPING INFORMATION

*Please note: Rivers Casino and Resort Events will not be responsible for product or literature that is not properly packed and labeled by Exhibitor Personnel.