

Exhibitor Shipping Information

Harrah's Cherokee Casino and Resort

Please ensure that your package is scheduled to arrive by Wednesday, November 12th at the latest. If the package arrives any later it is subject to be unavailable until the morning of Monday, November 17th. Please let Taylor Bee with NCLM know if you plan to ship any materials to the conference facility.

Please address your shipments as follows:

Harrah's Cherokee Casino Resort
Attn. Deiah Haddock, Catering Services Manager
[Recipient/Company Name]
NC Government Finance Officers Association
777 Casino Drive
Cherokee, NC 28719

NOTE: Please ensure that your package is marked "Sample" or "Demo" regardless of whether the materials are brochures or promotional items. All shipping orders will be returned to sender if they are improperly labeled.

All return shipments must be clearly labeled, and you must reference your shipper account numbers on the package. You can drop them off at the UPS Store located in the Cherokee Tower lobby or pay the \$10 fee to have your items picked-up from the convention space and delivered to the warehouse. It is best if you bring your own labels with you, as they will already have your account number on them. If you are going to issue a call tag, please inform the convention sales office prior to calling.

Additional questions? Please [click here to contact Taylor Bee](#) with NCLM.

Harrah's Cherokee Resort Casino & Convention Center is not liable for any lost or damaged shipping packages prior to arrival or after departure from the facility.

Load-In & Load-Out Procedures

Harrah's Cherokee Casino Resort

All exhibitors bringing equipment or materials associated with a convention event should enter the Conference Center area through the loading docks on level one of the Cherokee Convention Center parking garage. From the loading docks guests will need to take the guest elevators or freight elevator to level three where the Cherokee Convention Center meetings rooms are located. The maximum weight limit on the guest elevators is 5000 lbs, the door dimensions are 4' wide X 8' high and the elevator dimensions are 5' 9 1/2" wide X 8' 8 1/4" deep X 9' 3 3/4" tall. If items are too large for the guest elevators, the freight elevator can be utilized with prior approval by Harrah's Cherokee Resort Casino staff. Freight elevator door dimensions are 7' 8" wide x 10' high, the elevator measures 7' 8" wide X 11' 6" deep X 10' tall, and the maximum weight is 8000 lbs. Exhibitors may also enter level three of the convention center directly by taking the guest elevators in the Cherokee Convention Center parking garage to level five. For Exhibitor load-in only, level five of the parking garage leads directly into level three of the Convention Center. Please do not block any entrance doors to unload or load. Please note this is not a guest entrance; Exhibitor load-in only.

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