



Convention Sales & Service

711 Paragon Place
Marksville, LA 71351
1-800-946-1946

Shipping Instructions

Due to storage capabilities, Paragon Casino Resort can only accept your shipment to arrive at the resort within three days of the start of your convention or meeting.

Please inform the Convention Services Manager, Lesha Oliver (ext. 1052), of the ship date, expected arrival date, and total number of boxes being shipped.

THE WAREHOUSE WILL RECEIVE SHIPMENTS MONDAY THRU FRIDAY DURING THE HOURS OF 7:00AM TO 4:00PM.

The status of a shipment can be confirmed by calling the Shipping and Receiving Department at 800-946-1946, ext.1705.

To ensure proper handling of your materials, shipping labels must include all of the following:

To: Paragon Casino Resort
Convention Sales & Service
Attn: Lesha Oliver
711 Paragon Place
Marksville, LA 71351

RE: *Your Group/Convention Name*
Attn: Name of person to receive shipment
Date of your convention (example: Jan 1-3, 2007)
Number each box (1 of 4, 2 of 4, 3 of 4, etc.)

For return shipment back to your company, shipping labels must be attached to all boxes. Please contact Lesha Oliver at ext. 1052 to arrange for the Shipping & Receiving Department to pick up your materials. If no answer, please contact the Paragon Operator to **radio** Lesha Oliver or Wilson DeSoto.