



EXHIBITOR AND DELIVERY PROCEDURES

All visitors requiring access through the receiving dock for deliveries to the banquet rooms must adhere to the following procedures: **Please advise Guida Williamson of names of guests that will require access**

1. Enter through the employee entrance on Glengarry Street.
2. Go to the Security booth inside the entrance to obtain a "visitors" badge.
3. Two pieces of I.D. are required (with one being photo I.D.) must be provided to the security officer on duty.
4. The security officer will give direction to the receiving dock.
5. Enter the receiving dock on Chatham Street, unload and proceed to the service elevator. **Freight elevator dimensions are: 8' height x 23' length x 10' width**
6. Exit the elevator on the 3rd floor.
7. Proceed to the banquet room (via the back of house hallway behind the ballrooms).

Please note:

Items shipped directly to Caesars Windsor should be delivered at least 4 days prior to your event. Please notify the Convention Services Office of the forthcoming shipment.

Shipments should be addressed:

Caesars Windsor, Dock # 5
Attention – Sue Heath, Convention Services Manager
377 Riverside Dr. East
Windsor, Ontario
N9A 7H7

Please indicate name of conference, contact name and dates:

CampEx 2015
November 15-16, 2015
Attn: Guida Williamson

Our elegant new conference spaces are open to all ages and are accessed independently and separate from our gaming environment. NO INDIVIDUAL UNDER THE AGE OF 19 WILL BE ALLOWED ACCESS TO THE GAMING AREA.