

Shipping to River Spirit Casino Resort

Information for Exhibitors and Partners of SAIGE

Ship displays and materials to:

River Spirit Casino Resort ATTN: Sales Dept.

SAIGE National Training Program / VENDOR NAME

8330 Riverside Parkway

Tulsa, OK 74137

Important Details from the Hotel

Timing

Please advise exhibitors/vendors not to send packages to arrive more than **2 days prior of conference**.

When we receive packages, our loading dock will bring them up to the ballroom level to hold for SAIGE. Once the conference has ended, they will need to box up any items needing to be shipped out and attach a shipping label to the box. They will leave these items on their table and our staff will collect them and take them to the loading dock.

Permitting

If any vendors will be selling any items at the conference, they are required to purchase a sales tax permit through our MCN tax commission.

Vendor Load In

If vendors have a smaller set up and can carry all of their items, they may enter through our hotel valet entrance. If they have large set ups that require multiple trips or a dock entrance, they will need to use our loading dock entrance. *Directions with pictures on the following page.*

Guest Information on Transportation

River Spirit offers complimentary valet to guests, or you may utilize the self-park garage. For those requesting airport transportation, we would need to set that up your shuttle by June 5, 2023. See the "book your shuttle" information the homepage of saigettraining.org.



Directions to Shipping/Receiving

There are 3 stoplights in front of the casino property

Coming from the North on Riverside Dr.

you will turn right (towards the river, west) onto Casino Drive (83rd street) at the 2nd stoplight into the casino property

Coming from the South on Riverside Dr.

you will turn left (towards the river, west) at the 2nd stoplight into the casino property

Take the second left turn (past the parking garage) that will wind around the **back of the parking garage**

Go under the retail connector and make a right into the **Shipping Receiving Dock**

