



DENVER  TECH CENTER

PACKAGE SHIPPING/HANDLING POLICY FOR MEETING PACKAGE & DELIVERIES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The Hotel's receiving entrance is open from 7:00 a.m. to 4:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked as follows:

Denver Marriott Tech Center
4900 S Syracuse Street
Denver, CO 80237
EXHIBITOR NAME/BOOTH NUMBER (IF APPLICABLE)
CONFERENCE/EVENT NAME
C/O (Contact Name and/or Hotel Event Manager Name)

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Pallets or Oversized Packages, Incoming and Outgoing \$150.00/ pallet
- Packages, Incoming and Outgoing (Up to 25 Pounds) \$10.00/box
- Packages, Incoming and Outgoing (25 pounds or more) \$25.00/box
- Envelopes, Incoming and Outgoing \$5.00/envelope
- Plastic Road Cases, Incoming and Outgoing \$75.00/case
- The Hotel allows boxes/packages to be shipped (3) three days prior to the event.
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of \$20.00/day per item and pallets at \$50.00/day.
- Charges for shipments will be billed on-site.
- **All Outbound Shipments must have a prepaid label affixed and a carrier pickup scheduled.**
- We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your event.