



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  
ONSITE CONTACT NAME ( )  
CONFERENCE NAME (2024 CO League of Charter Schools Annual Convention)  
C/O EVENT PLANNING MANAGER (Susanna Mendoza)**

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 (5) five days prior to the event
- Any packages/boxes arriving earlier than (5) days prior to the event will be assessed a fee of \$10.00/day per item and pallets at \$50.00/day
- Charges for inbound and outgoing shipments will be billed on-site.
- Outbound Shipping label and pick-up schedule must be request in advance.
- We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your exhibit.

## OUTGOING SHIPMENTS

Have boxes ready on top of your table with an Outbound Shipping label. Pick-up requests must be processed in advance. Our team will pick up boxes to bring them to the loading area.