

## **Exhibitor & Group Shipping Fact Sheet**

### **Hotel Contact:**

**Carli Lewis, | Catering Sales Manager**

Denver Marriott Westminster | 7000 Church Ranch Boulevard | Westminster, CO 80021

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### **Shipping Information:**

- **Due to the volume of packages handled, please notify your Senior Event Manager prior to all deliveries. All packages are to be address as follows:**
  - Denver Marriott Westminster
  - Attn: Event Management Department
  - 7000 Church Ranch Blvd
  - Westminster, CO 80021
  - HOLD FOR: Organization/ Name of contact
  - Official Program Dates /Total Number of Boxes (i.e. 1 of 4)
- **How you receive a shipment:**
  - If you have directly shipped in any packages to the hotel, any and all packages received – that are clearly labeled with exhibitor information – will be brought directly into the event space area.
  - Hotel event staff will be available to assist with removing all trash from shipping.
- **General requirements to remember:**
  - Deliveries can only be made and accepted for **(2)** days prior to the event date, or set-up date, unless prior arrangements are made.
  - Exhibitors are responsible for making all arrangements with carriers for the pick-up and shipping costs for any packages at the end of the event.
  - All shipping materials – boxes, bubble wrap, shrink wrap, etc. – must be provided by the exhibitor.
  - Hotel event staff can take any packages that are fully packed and labeled directly from the event space you are exhibiting within, and to the shipping area where carriers will be picking them up.
  - If you require any Audio Visual – including extension cords, power strips, internet access, monitors, etc. – and Exhibitor Audio Visual Order Form will need to be completed and Event Orders & billing will be handled directly by Natalie Sachse and Jacob Holtzman, Director of Event Technology with Markey's.
- **Please keep in mind the following procedures during set up:**
  - Push pins, tacks, or anything similar are not allowed for hanging any signs / banners in the event space.
  - Hotel event staff are the only individuals who can hang signs / banners onto event space walls.
  - Any signs / banners over 3'x2' will be hung and billed at a rate of \$10.00 / per banner (price inclusive of service charge and tax)
- **Hotel will apply the following shipping and package handling charges to Vendor for any materials that are sent to the Denver Marriott Westminster and are required to be stored and/or delivered to an assigned meeting rooms:**
  - Boxes under 50lbs - \$5.00 per box
  - Boxes over 50lbs - \$10.00 per box
  - Poster or Tube - \$5.00
  - Display Case - \$35.00
  - Pallet - \$75.00
  - Crate - \$150.00

**Any questions and billing arrangements can be done directly with Carli Lewis, Catering Sales Manager at the property.**