



Shipping & Receiving Information

Shipping Address:

Denver Marriott Tech Center
4900 South Syracuse Street
Denver, CO 80237
ATTN: CONFERENCE NAME & VENDOR NAME

Shipping Regulations:

1. Due to limited storage space, we request that shipments **NOT** arrive any earlier than three (3) days prior to the group's arrival.
2. Packages shipped prior to the three days to the group's arrival are subject to \$5.00 storage fee per day. The same will apply to boxes not collected within 24 hours after the conclusion of the event.
3. The following storage charges will apply for shipments received within the appropriate time frame:
First 5 boxes received No Charge
Pallet \$35.00 per pallet
Display Cases \$10.00 each
4. Prior to the conclusion of event, package(s) pickup must be arranged.
5. The Denver Marriott Tech Center will not be responsible for items left unattended.
6. Package Delivery Drop-off hours are Monday-Friday 8am-4pm, Saturday-Sunday call ext. 2188.
7. For delivery of more than 50 boxes, please contact your Event Manager to make special arrangements.