

**SHIPPING ITEMS TO THE DENVER RENAISSANCE HOTEL:**

- (1) Items can arrive 3-5 days before your event.
- (2) We charge \$50 per palette, \$5 per case, and \$4 for a box/envelope.
- (3) Should you have any specific questions or concerns about shipping, feel free to contact our Loss Prevention Supervisor, Jerry Richardson at [jerry.richardson@renaissancehotels.com](mailto:jerry.richardson@renaissancehotels.com). You can also reach him by phone at (303) 336-5295. Note: Our elevator doors allow 41" and can carry 6000 lbs.; room doors allow 31"
- (4) **PLEASE MAKE NOTE:** UPS is an option, but not recommended; we instead recommend FedEx, as UPS does not have a regularly scheduled pick up with the hotel, and we cannot assure when items will depart.
- (5) Our address is 3801 Quebec Street; Denver, CO 80207. Please ensure you note who the items is being shipped to with your group, your Event Manager cannot sign or keep any items so please do not address them to me 😊
- (6) Items can also be sent out via FedEx. We will be happy to pick up any boxes from your meeting or guestroom that have already been labeled with a FedEx Accounting number or Billing information. You can dial "0" to arrange pickup.