

## HYATT REGENCY Aurora-Denver Conference Center

13200 E 14<sup>th</sup> Place  
Aurora, CO 80011

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[aurora.regency.hyatt.com](http://aurora.regency.hyatt.com)



## GROUP SHIPPING GUIDELINES

### Instructions

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. All deliveries, regardless of size, must be delivered or unloaded at the Hotel's loading dock. The Hotel's receiving entrance is open from 7:00 a.m. to 4:00 p.m., Monday through Friday.

Any materials being sent to the Hotel must be marked as follows:

Hyatt Regency Aurora – Denver Conference Center  
13200 East 14th Place  
Aurora, CO 80011  
Client Name / Exhibitor Name  
Conference Name  
C/O - Name Of Event

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.

The Hotel allows packages to be shipped three (3) days prior to the event will be charged the same charges as noted above for packages. The Group is responsible for outbound shipping and must label all packages with pre-paid labels before the Hotel's shipping and receiving department will pick up the packages for outbound shipping.

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.

Please contact your sales representative with questions or to make arrangements.

### Fee Schedule

Please note the following charges relating to package deliveries and shipment from the hotel: (All pricing is per incoming and per outgoing.)

- Pallets or oversized packages **\$200.00/pallet**
- Packages, up to 25 pounds **\$5.00/box**
- Packages, 25 pounds or more **\$25.00/box**
- Envelopes **\$2.50/envelope**

### Meet and be Green

In an effort to help us with our commitment to Meet and be Green, our preference is that you print locally and on 100% recycled paper. Shipping meeting materials wastes fuel, paper, plastic, energy and water. For your convenience, below you can find the contact information for printing services near the hotel:

FedEx Office Print & Ship Center  
13700 E Colfax Ave, F  
Aurora, CO 80111  
(303) 326-0534

