



The UPS Store at the Hilton Denver City Center

Parcel Handling	
Inbound* and Outbound**	
Small Packages	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$15.00
Medium Packages	
21 - 30 lbs.	\$20.00
31 - 45 lbs.	\$30.00
46 - 60 lbs.	\$40.00
Large Packages	
61 - 100 lbs.	\$80.00
101+ lbs.	\$110.00
Freight	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 3 business days prior to arrival. 10% per day storage fee for days 4+	
**Includes labeling, taping, getting to the dock and logging tracking numbers	
A \$3.00 fee to be charged for deliveries and pick-ups	
24 Hour Access Pricing	
Boarding Pass Access and Printing is Free	
24 Hour Computer Time Rental	\$3.50 (minimum)
Each Black and White Print	\$0.60
Each Color Print	\$1.89





ACCESS TO THE LOADING DOCK

Dear Valued Guest:

If you are having items shipped, delivered or delivering anything that will need to be unloaded on the loading dock, here are a few guidelines to follow:

- 1) Dock Hours: 6:00 a.m. to 5:00 p.m., Monday through Friday
- 2) All deliveries, contractors, construction deliveries, vendors and/or tenants MUST check in with the Dock Master.
- 3) 30 minutes for loading or unloading of materials or deliveries.
- 4) No trucks admitted over 12 feet, 9 inches in height.
- 5) No parking for delivery personnel, construction, contractors or tenants.
- 6) Anything larger than 26 feet bumper to bumper will not be granted access to the loading dock.
- 7) Keys must be left in delivery vehicle or turned over to Dock Master.
- 8) Dock access must be scheduled in advance through the management office.
- 9) All large deliveries or moves need to be scheduled after normal business hours with building management office.
- 10) The dock height is 3 feet, 6 inches from the ground to the platform to where you can unload and load into the freight elevator
- 11) The Freight Elevator from the loading dock to the Ballroom level (Lower Level 2) is 10' feet high, 21 feet deep and 8'6" feet wide with a 9,000 pound capacity.
- 12) Please be aware of the following access dimensions per room assigned. Ask your event manager for more clarification.
 - Colorado Ballroom Car Doors - 7'6" W x 7'9"H
 - Colorado A Back Aisle Doors - 5'W x 6'10"H
 - Single Ballroom Doors – 29" W x 7'9"H
 - Please keep in mind the average pallet and jack adds 6" to your height.
- 13) If the company or individual making the delivery is anything other than UPS or FedEx, dock clearance must be approved by the building management company a minimum of 48 hours in advance. The following information will be required in order to obtain dock clearance:
 - Type of vehicle and size
 - Name of company.
 - Name of the group or event.
 - Date and estimated time of delivery **and** pick up if applicable.

All large freight must have a moving team assigned for load in and out

All large freight must be approved prior to arrival and may be turned away

*** Dock rules must be adhered to by ALL companies accessing our property. Our staff will ask any company that can't abide by these rules to leave the property***

We hope that these guidelines will prove to be helpful and useful in order to get your items here for a successful event. If you have any questions, please feel free to contact the Event Manager for this event at the Hotel.

You may complete the bottom of this form and e-mail it back to Megan.Flannigan@hilton.com.

Name of Event:

Name of company/person making the delivery:

Type/Size of vehicle making the delivery:

Date/Time of Delivery and pick up if applicable: