



Embassy Suites & Hilton Garden Inn

**PACKAGE SHIPPING/HANDLING POLICY
FOR MEETING PACKAGE & DELIVERIES – VENDORS**

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.

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.

We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your event no later than **seven (7) days** prior to conference

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked as follows:

**Embassy Suites Boulder
2601 Canyon Blvd, Boulder, CO 80203
EXHIBITOR NAME
CONFERENCE NAME
C/O (Hotel Event Manager Name and/or Group Contact Name)**

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, etc.

Please make prior arrangements to have your boxes returned to your organization. The Hotel will place them in the receiving area for scheduled pickups.