

SHIPPING/RECEIVING

The hotel's receiving department is open Monday through Friday 6:00am-3:30pm. They will coordinate receipt and delivery of small packages to guest rooms and meeting rooms. Packages should not arrive more than 3 days prior to date required. Shipments arriving more than 3 days prior may be refused or subject to an additional storage fee. Handling fees of \$10.00 per box and \$200 per pallet for in bound and out bound handling. Note additional fee may be applied for oversized boxes. Outbound handling fees do not include shipping costs. The hotel does not handle exhibit or product freight. A drayage company must be contracted for groups with exhibits or excessive show materials.

Materials sent to the hotel must be labeled as follows:

Company or Name: Le Meridien Denver Downtown  
Contact: **Guest or contact name from industry partner organization** *(Please update accordingly)*  
Address Line 1: 1475 California Street  
City: Denver  
State: CO  
Zip: 80202  
Reference #1: Megan Flannigan  
Reference #2: CWIS

The hotel cannot transfer boxes received at the hotel to the Colorado Convention Center. Bell carts, hotel carts or pallet jacks cannot leave hotel property to transport goods to the convention center. Please contact the Event Manager at The Colorado Convention Center for details and fees.



# Le MERIDIEN

## DENVER DOWNTOWN

### Load-In and Load-Out Information:

- Load-In and Load-Out dates and times must be pre-approved by the Le Meridien AC Hotel Denver Downtown Event Manager. Once approved, these times must be adhered to and your Event Manager must approve any changes. **We do not have an actual loading dock, all deliveries require a truck with a lift gate or ramp for deliveries.**
- The Le Meridien AC Hotel Denver Downtown loading dock is located between California and Stout Street with the entrance to the one way alley starting on 14th Street. All equipment and supplies being brought into or taken out of the building must pass through this area and will be subject to inspection by the Le Meridien AC Hotel Denver Downtown Loss Prevention staff. The Le Meridien AC Hotel Denver Downtown deliveries take priority and vendors are asked to avoid high demand times including 6:00am – 12:00pm weekdays.
- Access to meeting space is via one freight elevator. The elevator door measures 4' W X 8' H with a load capacity of 4,500 lbs. The inside measures 5' W X 9' H X 7.11' Deep. The door from the loading dock to the freight elevator measures 2.10' W X 6.10' H. **The Le Meridien AC Hotel Denver Downtown staff and suppliers have first priority to the elevators.** No equipment or supplies are permitted in the guest elevators. All equipment should be transported through service corridors where possible. The Le Meridien AC Hotel Denver Downtown reserves the right to assign a freight elevator for move-in and move-out.
- Trailers will not be permitted to remain on the loading docks when not being actively loaded or offloaded. Please contact your event manager for Semi trailer and oversized vehicle parking locations. Dead cases must be loaded back onto the delivery truck and taken off site if no meeting space is reserved for storage.
- No equipment or cases are to remain in the “back of the house” areas at anytime. This includes public areas, service areas, hotel dock and/or hotel parking lots. Storage space for outside audio-visual companies will be the sole responsibility of the audio-visual company. All freight, equipment and trailers must be taken off property for the duration of the show

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### LOADING DOCK MAP

