



Location/Contact Information:

FedEx Office at the Hyatt Regency Denver at Colorado Convention Center

650 15th St. Denver, CO 80202

usa5009@fedex.com

(303) 534- 2198

Store Hours:

Monday – Friday	8am-6pm
Saturday	10am-4pm
Sunday	Closed

Self-printing business center attached to our FedEx Office location is accessible with a hotel room key card 24/7

Shipping Information:

Inbound Packages

- All inbound packages can be picked up from the Luggage Services station, which is to the left of front desk in the main lobby. All arrangements to have packages delivered to meeting spaces can be made through the Hyatt Regency. Our FedEx Office location does not handle any inbound packages so all of the packages coming to the hotel at the start of the conference will be held by the Hyatt Regency.

Large Shipment Supplies

- We can ship anything in the store up to 150lbs. Arrangements for shipments 151lbs and over (must be shipped freight) can be made by calling 1-800-463-3339.

Drop Shipments

- If a package is already labeled, weighed, ect., arrangements can be made through the Hyatt Regency to have the package left in the meeting space and the hotel staff will get it shipped. The Hyatt Regency will have the details on this process.

Personal Identification

- If the guest sending their package does not have a FedEx shipping account, we will need to see a form of ID when they ship their package.

Address Labels

- If the guest has a FedEx shipping account, they will be able to print out their shipping labels before coming into the store. If the guest has a shipping account, they can also bring in their package and give us their account number.
- For all other labels, the guest will need to come in with their package and have everything checked (weight, dimensions, where package is going) by one of our Team Members to get the package shipped out. The Team Member will fill out the labels so the guest will just need to provide them with the information they need to ship (shipping/return address, name, ect.).
- We have Ground and Airbill Express forms at our FedEx Office that can be filled out for quicker shipping process.
- We recommend filling out the return address as the same as the business or personal address that is used for the shipping address so just in case it cannot be delivered, it does not return to the Hyatt Regency Denver.

Packaging

- We offer pack and ship services at our store, which may be a good option for those harder to pack items.
- If the guest would like to pack the box themselves, we offer a variety of sizes that can be picked up free of charge, packed, and brought to us to ship.

Pricing

- Pricing for the shipments is based on the weight and dimensions of the box and where the shipment is going, therefore we do not have flat rate fees.
- There is a handling fee at this location for all outbound packages. The price of the handling fee fluctuates between \$2-\$35 based on weight.

Handling Fees

0lbs-1lbs-	\$2.00
1.1lbs-10lbs-	\$10.00
10.1lbs-20lbs-	\$15.00
20.1lbs-30.1lbs-	\$20.00
30.1lbs-50lbs-	\$25.00
Over 50lbs-	\$35.00