



# The Broadmoor Shipping Instruction

## PREPARING YOUR SHIPMENT

All guest and event packages being shipped to the property must follow the address label standards (illustrated below). Use the name of the recipient who will be on-site to receive and sign for the package(s).

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender who will be responsible for all additional shipping fees.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)  
 c/o FedEx Office at The Broadmoor  
 15 Lake Circle  
 Colorado Springs, CO 80906  
 (Convention / Conference / Group / Event Name)  
 Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
 The Broadmoor  
 15 Lake Circle  
 Colorado Springs, CO 80906  
 Phone: 719.471.6353  
 Fax: 719.471.6354  
 Email: usa5639@fedex.com

## UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **719.471.6353**, a delivery fee will apply. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office.

## ON-SITE PACKAGE DELIVERY AND PICK UP

FedEx Office will complete delivery or pick-up of packages within the conference and meeting rooms, lobby area and guest suites of The Broadmoor, but please consult with a FedEx Office team member for specific delivery limitations that may exist. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts. All packages delivered or picked up will have an additional fee.

## UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes upto 1.0 lb	\$2.00	\$5.00
0.0 – 1.0 lb.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
60.1 – 150.0 lbs.	\$35.00	\$50.00
Pallets & Crates*	\$150.00 or \$0.75/lb. > 200 lbs	\$150.00 or \$0.75/lb. > 200 lbs

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelope up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.