



## Business Center Services

### Inbound Receiving

Scheduled for a convention or meeting in Denver or at the Sheraton? Have your items shipped to the hotel ahead of your arrival. We will receive them, carefully log each item and notify you when ready for pick up, or we can deliver straight to your room or meeting space.

### Outbound Shipping

We provide domestic and international shipping solutions with all insurance and delivery confirmation options. Drop your items in the business center, or allow us to come by the show floor upon closing and we'll gather the items for you and take care of the rest.

### Volume Discounts

Contact us if you're planning to receive or ship a large quantity or weight of items. We will help make all arrangements ahead of time and offer special pricing for your group or event. Document service discounts are also available. Events of all sizes can benefit from advanced arrangements.

### Document Services

Send your files to the business center for full color or black and white prints or copies, as well as a variety of finishing solutions, including binding or saddle-stitched booklets. You may scan, fax or e-mail with ease either with assistance from our staff or at one of our self-serve kiosks.

### Poster Printing

Print your wide-format jobs, sign or banners from our business center! We can accommodate a variety of widths and mediums, from plain paper to vinyl, all in spectacular, vibrant color. Once printed, we can foam board mount your job or stretch your banner on a stand.

### Supplies & Luggage

We stock a selection of office and shipping supplies for those last minute needs, which includes a full array of cables and chargers for nearly every type of device. Our store also carries a full line of luggage sets and carry-ons in a variety of styles and bright colors.

## Ship It Your Way

As a shipper with FedEx, UPS and USPS we provide domestic and international service at the best rates.

We are packing experts! Bring your items by our business center and we will carefully wrap and package it for you. We can take on the most fragile, intricate or oversized items and ensure their safe arrival. Penfield's offers the best in shipping value and peace of mind knowing that your package is in good hands.

## Handling Rates

All packages shipped or recieved by Penfield's are subject to handling fees that will be charged to the guest directly or a group/event master account.

Large group and volume discounts are available. Please contact our location.

<b>Letters</b> 0-1 lbs No Charge	<b>Packages</b> 1-5 lbs \$8.95	<b>Packages</b> 6-20 lbs \$16.95
<b>Packages</b> 21-40 lbs \$29.95	<b>Packages</b> 41-50 lbs \$39.95	<b>Packages</b> 51+ lbs \$59.95
<b>Display Cases</b> Up to 50 lbs \$39.95	<b>Crates</b> Up to 100 lbs \$59.95	<b>Pallets</b> Up to 299 lbs \$149.95
<b>Pallets</b> 300-599 lbs \$299.95	<b>Pallets</b> 600-899 lbs \$449.95	<b>Pallets</b> 900+ lbs \$599.95
<b>Oversized Fees</b> Additional fees generated for oversized dimensions and weights	<b>Forklift</b> \$49.95 per shipment	<b>Storage</b> After 5 days a fee is assessed \$5/day packages, \$25/day pallets

## Shipping Address

Shipping to the hotel?  
Packages should be addressed to:

Attn: {Guest Name} / {Arrival Date}  
Sheraton Denver Downtown  
1550 Court Place  
Denver, CO 80202  
Ref: {Convention / Program Name}  
{Event Manager Name}