



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.

FedEx Office Convention Equipment Rental Catalog

Photo	Device Name and Details	Price
	HP Laserjet P4015 Black and White Desktop Printers	Min. 2 Week \$250 / week includes 0 copies \$.04 cents each
	Network and USB printing 52 pages per minutes	
	1200 x 1200 dpi max resolution	
	500 sheet tray 100 sheet bypass tray	
	Duplex unit available if needed B&W printing Cost per page \$0.04	
	HP Pro Color M551dn Color Desktop Printer	Min. 2 Week \$350 / week includes 0 copies \$.04 bw/\$3.2 Clr
	Network and USB printing 33 pages per minutes	
	1200 x 1200 dpi max resolution	
	500 sheet tray 100 sheet bypass tray	
	Single Sided and Duplex Printing - Mobile Device/ Apple Air Print Cost per page: \$0.04 per Black & White and \$0.32 per Color page	
	Brother MFC9970dw Color Desktop Multifunction Printer	Min. 2 Week \$375 / week includes 0 copies \$.04 bw/\$3.2 Clr
	Prints, scans, copies, faxing - Mobile Device/ Apple Air Print	
	2400 X 600 DPI B&W and Color	
	250 sheet tray 50 sheet manual feed tray	
	Single Sided and Duplex Printing Cost per page: \$0.04 per Black & White and \$0.32 per Color page	
	Black & White Canon IR-Adv 6075 Multifunction Copier	Min. 2 Week \$900 / week includes 3000 copies \$.04 cents after
	Network and USB printing 75 pages per min. Copy/ Scan/ Print	
	1200 x 1200 dpi max resolution B&W	
	2 - 1500 sheet Drawers 2 - 500 sheet Drawers	
	Single Sided and Duplex - Stapling Finisher Includes toner and up to 3000 impressions (additional at \$.04 cents per)	
	Black & White Canon IR-Adv 4035 Multifunction Copier	Min. 2 Week \$700 / week includes 3000 copies \$.04 cents after
	Network and USB printing 35 pages per min. Copy/ Scan/ Print/ Fax	
	1200 x 1200 dpi max resolution	
	4 - 500 sheet Drawers 100 sheet manual feed tray	
	Single Sided and Duplex - Stapling Finisher Includes toner and up to 3000 impressions (additional at \$.04 cents per)	
	Color Canon IR-Adv C5051 Multifunction copier	Min. 2 Week \$1100 / week includes 1,000 BW, 500 Clr. .02 cents after
	Network and USB printing 51 pages per min. Copy/ Scan/ Print/ Fax	
	1200 X 1200 DPI B&W and Color - Back up Toner Included	
	4 - 500 sheet Drawers 100 sheet manual feed tray	
	Single Sided and Duplex - Stapling Finisher/ Hole Punch Includes 1,000 B&W Pages & 500 Color Pages (additional at \$.04/bw, \$.32/Color)	
	Fax Machine Canon Laser Class 710	Min. 2 Week \$200 / week includes 1,000 pages .04 cents after
	Faxing 35 pages per min. Copy/ Fax	
	400 DPI B&W	
	500 sheet Drawers 100 sheet manual feed tray	
	Single Sided and Duplex faxing Copy/ Fax	
	Shredder HSM Securio B34c Cross Cut Shredder	2 Week Min. \$200 / week includes N/A
	Level 6 Security Shredder	
	Cut width 1/32nd	
	Cut Length 3/16th Cuts Paper/Staples/Credit Cards/CDs	

All equipment rentals need to be placed 2 weeks in advance to ensure on time delivery and accommodations.



We have over 130+ FedEx Offices located in Hotel | Convention Centers.

Guest self-serve solutions

- 24/7 access to our Self Service area with their room key
 - Wireless printing, computer rental, copying, scanning
 - Mobile and Online Solutions with our FedEx Office Print Online and Print and Go
- ** Free Print Boarding Pass ** **Show tickets we can print complementary***

Retail products

- Flash drives, chargers, office tools, presentation supplies, adhesives, labels, badge holders, brochure displays, hand carts, surge protectors, shipping supplies, promotional products, etc.

Event solutions

- Full Service Printing:
 - Oversize printing such as posters and banners, business cards, flyers, brochures, etc
 - 32# Black and White - \$.30 per side
 - 32# Color - \$1.89 per side
- Finishing Services:
 - Coil binds, lamination, 3-hole punch, mounting, etc.
- Business Services:
 - Copying, faxing, scanning, etc.
- Document creation
- Production and installation of large-format graphics
- Equipment rentals:
 - Printers, Copiers, Shred Bins
- Innovative, Cost-Effective & Green Solutions Available:
 - Water and Tear Resistant Media, Rigid Signs, Recyclable Boards, etc.