



ACCESS TO THE LOADING DOCK

Dear Valued Guest:

If you are having items shipped, delivered or delivering anything that will need to be unloaded on the loading dock, here are a few guidelines to follow:

- 1) Dock Hours: 6:00 a.m. to 5:00 p.m., Monday through Friday
- 2) All deliveries, contractors, construction deliveries, vendors and/or tenants **MUST** check in with the Dock Master.
- 3) 30 minutes for loading or unloading of materials or deliveries.
- 4) No trucks admitted over 12 feet, 2 inches in height.
- 5) No parking for delivery personnel, construction, contractors or tenants.
- 6) Anything larger than 26 feet bumper to bumper will not be granted access to the loading dock.
- 7) Keys must be left in delivery vehicle or turned over to Dock Master.
- 8) Dock access must be scheduled in advance through the management office.
- 9) All large deliveries or moves need to be scheduled after normal business hours with building management office.
- 10) The dock height is 3 feet, 6 inches from the ground to the platform to where you can unload and load into the freight elevator
- 11) The Freight Elevator from the loading dock to the Ballroom level (Lower Level 2) is 10' feet high, 21 feet deep and 8'6" feet wide with a 9,000 pound capacity.
- 12) Please be aware of the following access dimensions per room assigned. Ask your event manager for more clarification.
 - Colorado Ballroom Car Doors - 7'6" W x 7'9"H
 - Colorado A Back Aisle Doors - 5'W x 6'10"H
 - Single Ballroom Doors – 29" W x 7'9"H
 - Please keep in mind the average pallet and jack adds 6" to your height.
- 13) If the company or individual making the delivery is anything other than UPS or FedEx, dock clearance must be approved by the building management company a minimum of 48 hours in advance. The following information will be required in order to obtain dock clearance:
 - Type of vehicle and size
 - Name of company.
 - Name of the group or event.
 - Date and estimated time of delivery **and** pick up if applicable.

All large freight must have a moving team assigned for load in and out

All large freight must be approved prior to arrival and may be turned away

*** Dock rules must be adhered to by ALL companies accessing our property. Our staff will ask any company that can't abide by these rules to leave the property***

We hope that these guidelines will prove to be helpful and useful in order to get your items here for a successful event. If you have any questions, please feel free to contact the Event Manager for this event at the Hotel.

You may complete the bottom of this form and e-mail it back to patricia.martinez@hilton.com.

Name of Event:

Name of company/person making the delivery:

Type/Size of vehicle making the delivery:

Date/Time of Delivery and pick up if applicable: