



The Conference Center  
AT RIDGEGATE

Shipping  
Instructions

*The Conference Center at RidgeGate is not responsible for any lost, stolen, or damaged items.*

Please use the below mailing address for deliveries:

Charles Schwab

**ATTN: The Conference Center at RidgeGate**

10000 Bellwether Lane

Lone Tree, CO 80124

**You MUST send notice of shipping & tracking information to:**

Kristina.Petrie@JLL.com

\*This is VERY important and will help ensure your delivery gets to the right building and event\*

**In the notice please include:**

- Date Sent
- Tracking Number(s)
- Number of Boxes
- Shipper Info (i.e. sent from name, address)

Items should not arrive greater than 10 business days prior to the event.

Items must arrive a minimum of 1 business day prior to the event.

**Return Shipping Information:**

After the event, items can be placed at the front desk at the conference center for pickup.

Items must be packed and labeled. Pickup can be scheduled the day after the event between 8am - 5pm.

**The PICKUP address should be:**

The Conference Center at RidgeGate

9977 Sky Ridge Ave., Suite 401

Lone Tree, CO 80124