

convene™

Shipping Guidelines

Convene Contact: Justin Paolicelli, Event Production Manager, justin.paolicelli@convene.com

- Packages can arrive no earlier than (3) business days prior to the event start date and may be held up to (1) business day after the event. Please coordinate with your Production Manager if delivery/pickup will occur outside this timeframe. Storage fees may apply.
- Please feel free to use the shipping label on the next page. **If you do not use the provided label, packages must be addressed as follows:**

CONVENE

360 Madison Avenue, 6th Floor

NEW YORK NY 10017

ATTN: Justin Paolicelli / EVENT NAME (& EXHIBITOR NAME IF APPLICABLE)

PHONE: (914) 450-4428

FROM:

VENDOR/EVENT NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

NUMBER OF BOXES: _____ of _____

- Regardless of what floor your event is on, please ensure all packages are sent to and collected from the 6th floor, where our mail and packages room is located.
- Please send all packages via FedEx, UPS or DHL prior to the event & arrange pickups post event.
- If you plan to use a Messenger Service or wish to drop off the packages yourself, please coordinate with your Production Manager.
- **Please send the number of packages, tracking numbers, and estimated delivery date to the Event Production Manager as soon as any items are sent.**
- Large Boxes, Road Cases, and large suitcases are not permitted in our Building's Lobby as per Building Policy. If you wish to bring in materials with you on the day of the event, please have them in a box no larger than a Bankers Box or in a carry-on size suitcase.

Loading Dock Usage:

- FedEx, UPS, DHL, or All Non-Uniformed Courier Services may only deliver between 8:00 AM – 5:00 PM on Weekdays.
- Extended deliveries requiring more than (1) trip, after hours use, or exclusive use of the loading dock/freight elevator must be coordinated with the Production Manager and result in a per hour fee.
- **The freight elevator/loading dock fee is \$350.00/hr++ for:**
 - o Weekdays before 8:00 AM or after 5:00 PM
 - Freight is chargeable from 5 PM or until 8 AM. I.e. if you require access to the freight at 7 PM, it is charged from 5 PM at the above rate.
 - o Weekends and Holidays (4-Hour Minimum required)
 - o More than (1) trip through the loading dock
- Please provide us with a current Certificate of Insurance & notarized Indemnity Agreement for the vendor completing the delivery, providing proof that coverage is in force. The policy coverage, limits of insurance and insurance provision must be identical to those that appear on the attached sample COI. Certificates must be on file with the Building Office 48 hours prior to a vendor or contractor entering the premises.
- The Loading dock entrance is located on 45th street between Madison Ave & 5th Ave
- Please note crates & pallets will not be accepted under any circumstance & will need to be disassembled & disposed of by the courier prior to the item(s) within entering the building.

SHIPPING & RECEIVING



360 Madison Ave

New York, NY 10017 4th, 5th, or 6th

Floor Lobby entrance is on 45th street

between Madison Ave & 5th Ave



Loading Dock

Entrance on 45th street between

Madison Ave & 5th Ave

Loading Dock Guidelines

- Go to the Messenger office for assistance. The door is next to the main lobby entrance
- Monday - Friday 6 AM - 8 AM & 5 PM - 12 AM
- Weekday evening booking starts at 5 PM
- Saturday & Sunday booking starts at 7 AM
- All freight usage must be scheduled through your Event Production Manager
- Certificate of Insurance (COI) & notarized signed Indemnity are required by the building for freight & loading dock access. No exceptions. Please refer to the Event Production Manager for Requirements.
- Freight access must be requested 10 business days in advance.

Freight Elevator Specifications

- Maximum Weight: 3,500 Pounds
- Height: 9' ft
- Width: 6' ft
- Length (corner to corner): 7' 6' ft
- Door Measures: 7.2' ft in height by 3.10' ft in width
- There is a corridor (3.7 ft wide & 6.9 ft height) with 2 doors you must fit through before entering the freight lift.

FedEx: 1 (800) 463-3339

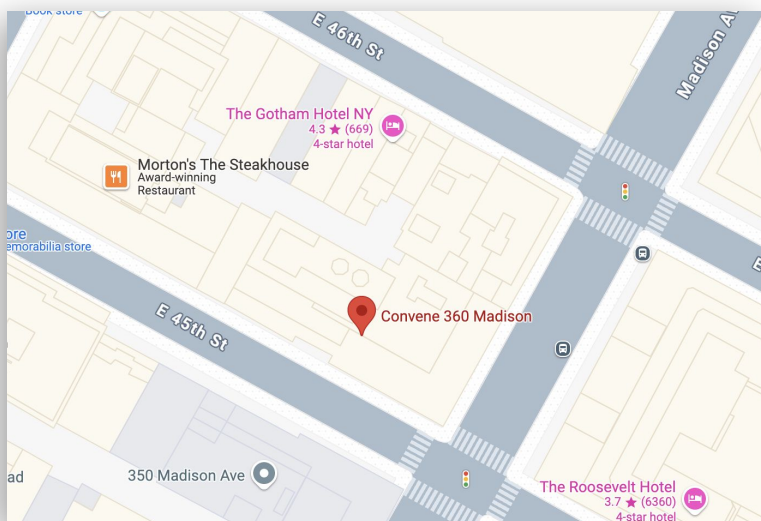
UPS: 1 (800) 742-5877

USPS: 1 (800) 275-8777

DHL: 1 (800) 225-5345

General Guidelines

- Couriers such as FedEx, UPS, & Messenger deliveries may be received anytime between 8:00 AM and 4:30 PM
- Items may be received up to (3) Business days prior to the event and may be held up to (1) Business day after the event
- All pick-ups must be scheduled by the client, vendor, or sponsor/exhibitors, as the venue does not facilitate shipments.
- Please provide your Event Production Manager with a list of all shipments & deliveries
- Please use the labels provided so we can allocate shipments



SHIP TO:

CONVENE

360 Madison Avenue

6th Floor

NEW YORK, NY 10017

ATTN: Justin Paolicelli

PHONE: (914) 450-4428

FROM:

VENDOR NAME: _____

EVENT / MEETING NAME: _____

SENDER CONTACT NAME: _____

SENDER CONTACT NUMBER: _____

NUMBER OF BOXES: _____ **OF** _____