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Shipping Guidelines

Convene Contact: Kwame Robinson, Event Production Manager, kwame.robinson@convene.com

- Packages can arrive no earlier than (3) business days prior to the event start date and may be held up to (3) days after the event. Please coordinate with your Production Manager if delivery/pickup will occur outside this timeframe. Storage fees may apply.
- Please include the following information when sending packages:

  o **CONVENE**
  237 Park Avenue, Lobby Level
  NEW YORK NY 10017
  ATTN: Kwame Robinson / EVENT NAME
  PHONE: 646.249.3503

  FROM:
  VENDOR/EVENT NAME: _____
  CONTACT NAME:_____
  CONTACT NUMBER: _____
  NUMBER OF BOXES: _____ of _____

- 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 o the packages yourself, please coordinate with your Production Manager.
- Large Boxes and Road Cases 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 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, or exclusive use of the loading dock must be coordinated with the Production Manager. Loading dock use will result in a fee of $186.00/hr++:
  o Weekdays before 8:00 AM or after 5:00 PM
  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 & 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 Oce 48 hours prior to a vendor or contractor entering the premises.
- The Loading dock is located on the North side of 45th Street, between Lexington Avenue and Vanderbilt Ave.
- Please note crates & pallets will not be accepted under any circumstance & will need to be

dissembled & disposed of by the courier prior to the item(s) within entering the building. • Deliveries must be able to clear (3) standard-width doors and make (2) right-angle turns.

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Loading Dock Dimensions:

