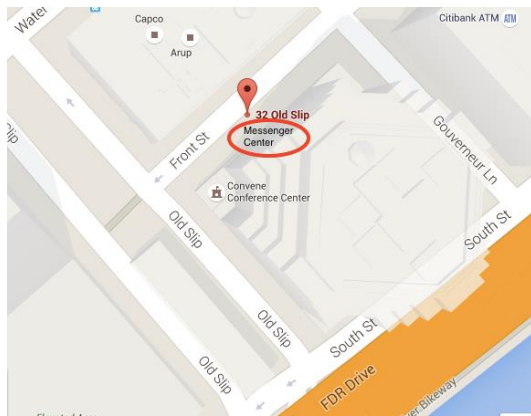


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Convene 32 Old Slip, 2nd Floor Shipping and Receiving Guidelines

General Guidelines:

- No items larger than a rolling suitcase permitted through the lobby and passenger elevators.
- Deliveries will be sent to Messenger Center (located on Front Street between Old Slip & Gouverneur Ln).



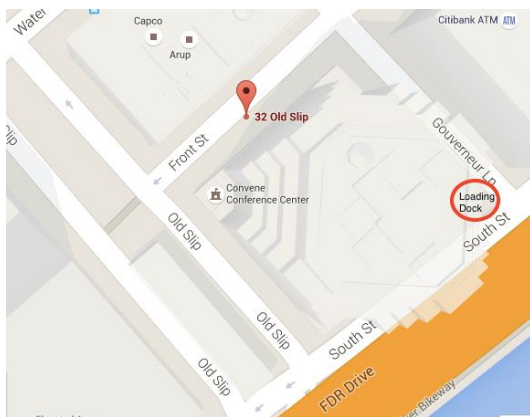
- All Non-Uniformed Courier Services – Certificate of Insurance (COI) required 48 hours prior to delivery. Please see sample COI attached.
- Please utilize attached shipping label for all incoming items.
- Items are received up to (3) days prior to the event and may be held up to (3) days after the event.
 - Storage fees may apply if outside of time frame.
- Please provide Production Manager with a list of all shipments and deliveries including:
 - Delivery and Pickup Times
 - Vendor (Contact Info) and Corresponding Supplier / Courier
 - Expected Number of Items
- All items must be brought to Convene on 2nd floor by the courier
 - For drop-off only deliveries, a labor fee may apply.
- All pickups must be scheduled by the client or vendor.
- Freight Elevator is open for general pick-ups and deliveries 8:00 AM – 5:00 PM, weekdays – A Certificate of Insurance is required.

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- Freight Dimensions
 - Height 10' x 4"
 - Width 6' x 3"
 - Depth 7' x 3"
 - Diagonal 13'
 - Door Size 8' x 6" x 4' x 6"
 - Capacity 6,000 lbs
- Extended deliveries requiring more than (2) trips, or exclusive use of the freight elevator must be coordinated with the Production Manager and scheduled between the times of 6:00AM and 8:00AM for no charge. **Freight elevator use will result in the fee if used:**
 - Weekdays After 8:00 AM
 - Saturday, Sunday, and Holidays, Any Time
 - Overtime, After 5:00PM
 - Freight Elevator Fee of \$600++ up to 4 hours

Loading Dock:

- All commercial vehicles needing to park and unload onsite
- All loading dock deliveries need to be scheduled and approved by building
- Certificate of Insurance (COI) required 48 hours prior to delivery
- For pallet delivery, please advise Production Manager. All pallets must be brought directly to 2nd Floor and disposed of by the courier
 - \$1,000++ disposal fee per pallet left in the loading dock.
- Open 8:00 AM – 5:00 PM, Weekdays
- Max Truck Length: 30'
- Max Truck Height: 12' 6"
- Turntable Max: 50,000 lbs





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SHIP TO:

Convene

32 Old Slip

New York, NY 10005

2nd Floor

ATTN: Ashley Jeleniewski

FROM: _____

VENDOR NAME: _____

EVENT NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

NUMBER OF BOXES: _____ OF _____