

# convene™

## Shipping Guidelines

**Convene Contact:** Katie Lutz, Event Production Manager, [katie.lutz@convene.com](mailto:katie.lutz@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:**

**etc.venues by CONVENE**  
**360 Madison Avenue, 5th Floor**  
**NEW YORK NY 10017**  
**ATTN: Katie Lutz / EVENT NAME (& EXHIBITOR NAME IF APPLICABLE)**  
**PHONE: (603) 714-3727**

**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 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 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, after hours use, or exclusive use of the loading dock must be coordinated with the Production Manager. Loading dock use will result in a fee of \$450.00/hr++, minimum 2 hours:**
  - Weekdays before 8:00 AM or after 5:00 PM
  - Weekends and Holidays (4-Hour Minimum required)
  - 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.