



# SHIPPING & RECEIVING



## CONVENE

**1 Liberty Plaza  
2nd Floor  
NEW YORK, NY 10006**

**ATTN: *Katie Lutz / Event Name (& Exhibitor/Sponsor Name if applicable)***  
**Phone: *(603) 714. 3727 (katie.lutz@convene.com)***

## General Guidelines

- Deliveries are accepted between 8:00 AM - 4:00 PM, Monday - Friday.
- 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.
  - *Delivery/pickup outside this timeframe may incur storage fees.*
- Use of the shipping label provided is strongly encouraged. If the provided label is not used, packages must be addressed as noted above - all packages sent to and collected from the 3rd floor.
- Please provide your Event Production Manager with a list of all shipments & deliveries - including number of packages, tracking numbers, and estimated delivery date.
- We recommend using FedEx, UPS, USPS or DHL to send packages prior to the event & for pickups post event. All pick-ups must be scheduled by the client, vendor, or sponsor/exhibitors, as the venue does not facilitate shipments and the building does not have a regular pickup.
- **If you plan to use a courier, messenger service, or any freight/shipping company outside of Fedex, UPS, USPS, DHL, or Amazon - a completed Certificate of Insurance (COI) is required by the building. See Loading Dock & COI's Information Sheet.**
- Pallets not permitted - if delivery is on a pallet, the materials will need to be taken off the pallet for delivery. Pallets must be taken off site.

**Please call one of the numbers below to schedule a pickup or report any missing/damaged packages.**  
**FedEx: 1 (800) 463-3339 | UPS: 1 (800) 742-5877 | USPS: 1 (800) 275-8777 | DHL: 1 (800) 225-5345**



# LOADING DOCK, FREIGHT & CO'S



## Loading Dock

Entrance on the corner of Church St. and Cortlandt St.

## Convvene Private Entrance

165 Broadway, Across from the Gap and next to Starbucks

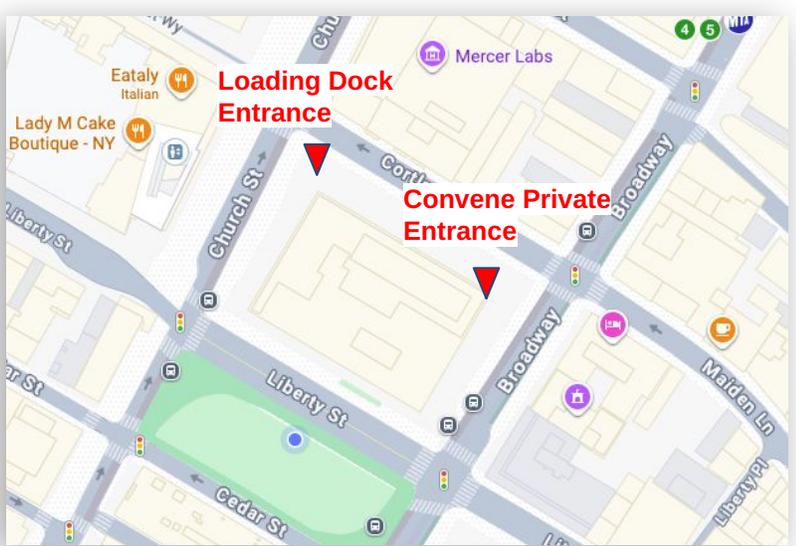
*Private Entrance available to load-in for vendors that can safely walk up a flight of stairs (no elevator available)*

### Important

- Vendors **must** have commercial plates on their vehicle to enter the loading dock, otherwise they will be instructed to unload on the street
- Upon arrival, check-in with the operator at the booth, and then will also sign in at the messenger center located inside the dock.
- During business hours (8AM-6PM) Trucks are only allowed in the loading dock for a maximum of 30 minutes
- Trucks MUST be under 11' 6" to enter the dock

### Freight Elevator Specifications:

- Maximum Weight: 4,000 Pounds
- Depth: 6'2" | Width: 6'8" | Height: 12'6"
- Door Measures: 7' 5" height, 5' 2" width



### Guidelines:

- Loading Dock hours are Monday - Friday, 8 AM - 5:30 PM
- Overtime hours are available, must be scheduled with your Event Production Manager no later than (1) week prior:
  - Monday - Friday, before 8:00 AM or after 5:30 PM
    - Overtime access is chargeable *from* 5:30 PM or *until* 8 AM. Rates vary – please see Event Production Manager for more details.
  - Saturdays, Sundays, & Holidays, bookings start at 7 AM, 4-hour minimum required
- All freight usage must be scheduled through your Event Production Manager.
- A Certificate of Insurance (COI) is required by the building for freight & loading dock access, including for couriers and messengers. No exceptions.
- COI's must be submitted no later than 2 business days prior.
- Only deliveries via Fedex, UPS, USPS, DHL, or Amazon do not require a COI to be submitted. For all other couriers, messengers or deliveries - the General Liability coverage, Certificate Holder, and Additional Insured under Description of Operations must match those that appear on the provided sample COI.



SHIP TO:  
Convене

One Liberty Plaza, 2nd Floor  
New York, NY 10006

ATTN: Production Manager, **Katie Lutz, (603) 714-3727, [katie.lutz@convene.com](mailto:katie.lutz@convene.com)**

FROM: \_\_\_\_\_

COMPANY/VENDOR NAME: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

NUMBER OF BOXES: \_\_\_\_\_ OF \_\_\_\_\_

**Loading Dock**  
Entrance on the corner of Church  
St. and Cortlandt St.

**IMPORTANT: Attach this label to all boxes/items being shipped to Convене at One Liberty Plaza. FedEx/UPS/DHL/USPS/Messenger/Courier/Drop Offs/Freight: Deliveries may be received during regular business hours; 8:00 AM – 4:00 PM. Please contact your Event Production Manager prior to sending a messenger, courier or loading dock delivery as it will have to be scheduled with the building prior and a valid Certificate of Insurance will be needed.**