



convene™

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

General Guidelines:

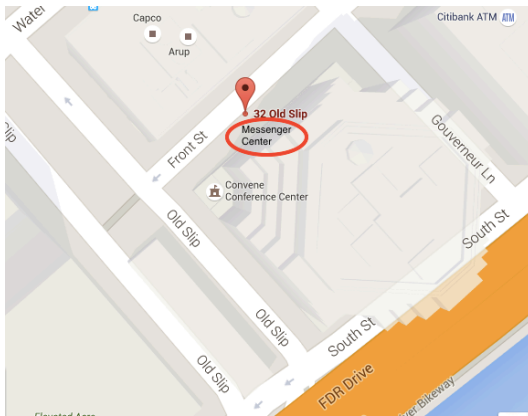
- Please inform all vendors of shipping & load-in guidelines.
- No items larger than a rolling suitcase permitted through the lobby and passenger elevators.
- Please utilize attached shipping label for all incoming items.
- All items must be brought to the 2nd floor by the courier or delivery service
 - For drop-off only deliveries, a labor fee of \$365++ per attendant, per hour will be assessed.
- Items are received up to (3) days prior to the event and may be held up to (3) days after the event.
 - Please coordinate with Production Manager if your delivery will occur outside this timeframe. Storage fees may apply
- All pickups must be scheduled by the client or vendor.
- Please provide Production Manager with a list of all shipments and deliveries including:
 - Delivery and Pickup Times
 - Vendor and Corresponding Supplier / Courier
 - Vendor Contact Information
 - Expected Number of Items



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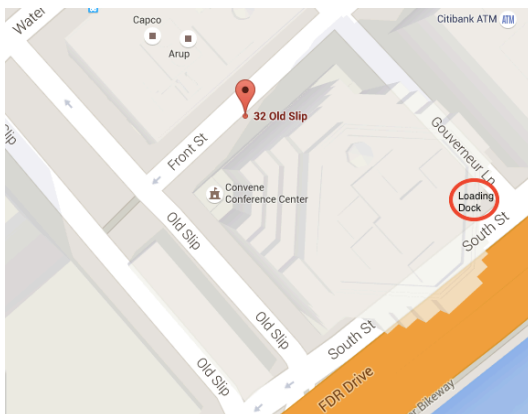
Messenger Center:

- All Non-Uniformed Courier Services
- FedEx, UPS, DHL with Proper ID
- Open 8:00 AM – 6:00 PM, Weekdays



Loading Dock:

- All Commercial Vehicles Needing to Park and Unload
- All Freight Deliveries
- Certificate of Insurance (COI) required 48 hours prior to delivery. Please see sample COI attached.
- All empty pallets to be disposed of by the courier.
 - \$50++ disposal fee per pallet left in the loading dock.
- Open 8:00 AM – 6:00 PM, Weekdays
- Max Truck Length: 30'
- Max Truck Height: 12' 6"
- Turntable Max: 50,000 lbs





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Freight Elevator:

- Open for general pick-ups and deliveries 8:00 AM – 6:00 PM, weekdays
- Extended deliveries requiring more than (2) trips, or exclusive use of the freight elevator must be coordinated with the Production Manager and scheduled after regular business hours.
 - Weekdays After 6:00 PM
 - Saturday, Sunday, and Holidays, Any Time
 - Overtime Freight Elevator Fee of \$500++ per (4) hours.

Height	10'-4"
Width	6'-3"
Depth	7'-3"
Diagonal	13'
Hatch	24" x 17"
Door size	8'-6" x 4'x6"
Capacity	6,000 lbs.

SHIP TO:

Convene

32 Old Slip

NEW YORK NY 10005

2nd FLOOR

ATTN: Amanda Grimmatt

FROM:

VENDOR NAME: _____

EVENT NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

NUMBER OF BOXES: _____

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		PHONE:	Contact Name:
		FAX:	Phone:
			FAX:
			E-Mail:
			Producer:
			Customer ID:
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: AM Best Rate A-/VIII or better	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
Attn:	INSURED		
	VENDOR/SUBCONTRACTOR		

COVERAGES
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<input checked="" type="checkbox"/>	GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		(MM/DD/YY)	(MM/DD/YY)	EACH OCCURRENCE \$1,000,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES \$50,000
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$1,000,000
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>						GENERAL AGGREGATE \$2,000,000
							PRODUCTS - COMP/OP AGG \$2,000,000
<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY		<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT \$1,000,000
<input checked="" type="checkbox"/>	ANY AUTO						BODILY INJURY (per person)
	ALL OWNED AUTOS						BODILY INJURY (per accident)
	SCHEDULED AUTOS						PROPERTY DAMAGE (per acc.)
<input checked="" type="checkbox"/>	HIREN AUTOS						
<input checked="" type="checkbox"/>	NON OWNED AUTOS						
<input checked="" type="checkbox"/>	UMBRELLA LIAB				(MM/DD/YY)	(MM/DD/YY)	EACH OCCURRENCE \$5,000,000
	EXCESS LIAB OCCUR <input checked="" type="checkbox"/>						AGGREGATE \$5,000,000
	DEDUCTIBLE CLAIMS MADE <input type="checkbox"/>						
	RETENTION						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		<input checked="" type="checkbox"/>		(MM/DD/YY)	(MM/DD/YY)	WC STATUTORY LIMITS <input checked="" type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N		N/A				EL EACH ACCIDENT \$100,000
	(Mandatory in NH)						EL DISEASE - POLICY LIMIT \$500,000
	If yes, describe below						EL DISEASE - EACH EMPLOYEE \$100,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RXR 32 Old Slip Owner LLC, RXR Property Management LLC, RXR Partners LLC, RXR Construction & Development LLC
 its affiliates and/or subsidiary companies as exist now or may exist in the future are included as additional insureds as respects work and/or services performed at 32 Old Slip, New York NY 10005

CERTIFICATE HOLDER	CANCELLATION
RXR 32 Old Slip Owner LLC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH POLICY PROVISIONS
Attn: Property Management	AUTHORIZED REPRESENTATIVE
32 Old Slip	
New York, NY 10005	