



Instructions

Please print out as many shipping labels as needed and attach one copy to the side of each box. Make sure to fill out all information to ensure that your materials are placed in your classroom before the beginning of your event. Ensure that a contact name and phone number/e-mail are provided to confirm receipt of boxes.

Shipping Policy to our Facility

All boxes and packages must be received by NYSCC at least one business day prior to the start of your event. Boxes and packages can only be accepted during our building freight hours which are 8:00 a.m. to 4:30 p.m., Monday through Friday. Please ensure that all boxes and packages are labeled with as much information as possible and to inform your Event Manager of the number of packages you will be expecting, to expedite the delivery process.

Freight Regulations and Bringing Boxes and/or Packages into and out of our Building

Due to our building regulations, NO boxes and packages are allowed to enter or exit through the main entrance (71 West 23rd Street), or be brought up or down the main elevators. Clients are required to bring all boxes and packages to our freight entrances (46-54 West 24th Street or 716 Sixth Avenue). If a lot of boxes and packages need to be brought in or out, our staff may provide a cart to help facilitate this move but a \$25 service charge will be incurred. To prevent any problems or delays, it is suggested that all boxes and packages be sent to our facility prior to the start of your event.

If you have any questions feel free to contact us.
Phone : (646) 336 - 4455 Email: info@nycseminarcenter.com

71 West 23rd Street, New York, NY 10010
Toll Free: 800-326-5494 • NYC: 646-336-4455 • Fax: 646-514-6783
www.nycseminarcenter.com



71 West 23rd Street, New York, NY 10010
Lower Level - Deliveries
Phone Number: 646-336-4452
deliveries@nycseminarcenter.com

Date(s) of Event _____

Company: _____

Name of Event _____

Booking # _____ | Event Manager _____

Attention to: _____

Direct Contact Name: _____

Direct Contact Phone #: _____ | Direct Contact Email: _____

Contact me to confirm delivery of package

Box ____ of ____

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cut or fold along this line



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