



DELIVERY LABEL

SHIP TO:

Convene
730 Third Avenue
New York, NY 10017
18th Floor

ATTN: Production Manager, Lorenzo Banchi (413.505.9609/ lbanchi@convene.com)

LOADING DOCK:

45TH Street between
Lexington Avenue &
Third Avenue;
next to Gente Restaurant

FROM: _____

COMPANY/VENDOR NAME: _____

EVENT NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

NUMBER OF BOXES: _____ OF _____

IMPORTANT: Attach this label to all boxes/items being shipped to Convene at 730 Avenue

FedEx/UPS: Schedule deliveries for **Monday – Friday 7:00AM – 5:00PM**

Messenger/Courier/Drop Offs/Freight: Contact Production Manager at least prior to scheduling all deliveries to ensure the Loading Dock is open.



SHIP OUT LABEL

COURIER TYPE (circle one): Messenger FedEx UPS

LOADING DOCK:
45TH Street between
Lexington Avenue &
Third Avenue;
next to Gente Restaurant

EVENT NAME: _____

COURIER NAME (if applicable): _____

PICK UP DATE: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

NUMBER OF BOXES: _____ OF _____

IMPORTANT: Attach this label to all boxes/items being shipped out after the program.
All Ship Out items must be Sealed with a Prepaid Label, and a Pickup Scheduled One (1) Business day after the event
FedEx/UPS/Messenger/Courier/Pick-ups/Freight: Schedule pickups for Monday – Friday 7:00AM – 5:00PM
Contact Production Manager at least 24-hours prior to scheduling all pickups to ensure the Loading Dock is open.