

RE • WORK

AI IN FINANCE SUMMIT

NY April 20 - 21, 2023

etc.venues - 4th floor

SHIPPING INFORMATION

WEBSITE: [HTTPS://NY-AI-FINANCE.RE-WORK.CO](https://ny-ai-finance.re-work.co)
EMAIL: CHARLOTTE.MELLOR@CORINIUMGROUP.COM

SHIPPING INFORMATION

Please schedule your packages to arrive no earlier than 2 business days (April 18) prior to the start of the event.

Suggested format for shipping label:

etc.venues - 4th Floor
Attention: AI IN FINANCE NY - **SPONSOR NAME**
360 Madison Avenue Located East 45 Street
New York, NY 10017

Once you have your tracking numbers, please send them to Charlotte Mellor in case we need to assist with locating/tracking at the venue. Tracking numbers are due to Charlotte by April 19.

With the exception of small boxes and suitcases, the venue operates a **no-hand carry in procedure**.

For bulk material: only the following pre-approved carriers have freight access to 360 Madison Avenue: DHL, Fedex USPS & UPS.

RETURN SHIPPING INFORMATION

Please include a **RETURN PRE-PAID SHIPPING LABEL** with your original package. Once the event is over, your team will be responsible for packing up your booth/exhibit. Please ensure they have packing tape onsite to help seal packages.

Your team will be instructed to leave outgoing shipments on the table of your exhibit after **scheduling a pick-up with your shipping provider (FedEx, UPS, DHL, USPS)** to be picked up at the venue's shipping room. The venue will take your packages to the shipping room on your behalf. These must be sealed and with a completed pre-paid shipping label.

Please note - the venue does not have on-site shipping. There is there is a FedEx two doors down from the building at: 360 Madison Ave, New York, NY 10017. It is literally the door next

Any questions, please feel free to reach out to
Charlotte.Mellor@coriniumgroup.com