

NOTICE TO ALL TENANTS

In preparation of the upcoming show, Building Management is asking all Tenants to cooperate in keeping the building running smoothly.

- No boxes are to be left in the hallways. If you are expecting deliveries and no one is scheduled to be in your showroom, please direct the courier to our office to borrow your showroom key for access. If boxes are left in the hallway for more than two days, the building staff will move them into your showroom at a charge of \$50.00. Deliveries scheduled after normal business hours require advance notice to the Management Office.
- All items found stored in the utility closet, stairways or any other areas that create a fire hazard will be removed and disposed.
- Absolutely no large boxes or oversized packages and luggage carts will be allowed in the passenger elevators or through the lobby; our staff will direct you to the freight elevator on 27th Street.
- If you require freight service before or after normal hours, please call the Superintendent to arrange; there is a \$125.00 charge per hour with a four (4) hour minimum. Weekend freight service must be requested at least 8 hours in advance. All freight deliveries must be arranged for showroom delivery, no sidewalk deliveries are permitted. *Please review the Freight Service Procedures for additional information.
- We ask that when disposing of any bulk garbage, such as furniture or heavy boxes, tenants must contact the Superintendent at (212) 545-5221 to request a container and will be charged accordingly. These items are not to be left in the hallway or garbage rooms. All large cardboard boxes must be flattened and disposed of in the garbage rooms.
- There will be a \$5.00 fee for extra keys to showrooms and bathrooms. For security purposes, no one will be allowed entry into your showroom unless we receive an e-mail naming the designated party/ies permitted.
- Please make arrangements to have your store fronts and windows cleaned for the show in order to present an inviting atmosphere for your buyers. Any tenants requesting cleaning services for their showroom, please call the building office for contacts.
- Sample sales are not allowed within two (2) weeks before the show.

We will do our best to accommodate all requests in a timely manner but your cooperation and patience is required and greatly appreciated.

**BUILDING MANAGEMENT OFFICE
SUITE 1018**