



## Delivery Guidelines

Mediant Communications <b>100 Demarest Drive, Wayne, NJ 07470</b>	<b>General Receiving Hours</b> <b>Monday-Friday 7AM to 6PM</b>
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Timely, accurate deliveries help Mediant ensure your proxy material is delivered correctly to beneficial shareholders. Please follow these material delivery guidelines:

### Manifest or Packing Slip

- Always provide a manifest or packing slip.
- Manifest or Packing Slip should identify:
  - Number of skids/boxes per job
  - Number of enclosures
  - Piece counts per enclosure
  - If available, literature codes or Issuer’s CUSIP
  - Mediant Job Number – supplied as part of our response to your broker search
- Label each box with a clear description of the contents and if possible, the Mediant Job Number
- If a job has multiple boxes, label each box as 1 of 3, 2 of 3, 3 of 3, etc.
- If sending different proxy enclosures in the same package, please clearly indicate this on the manifest and separate the enclosures inside the package.

**Note to 3<sup>rd</sup> party providers: PLEASE DO NOT COMBINE MATERIAL FOR MULTIPLE ISSUERS IN THE SAME SHIPMENT.**

### Skids

- Only ship quality constructed skids to ensure safe shipping and storage.
- All skids should be shrink-wrapped.
- If shipping 10,000 or more sets, use “Power Pack or Gaylord” packing instead of boxes. Power packs should have cardboard wrapped around the material, wood on top, shrink-wrapping and bands in both directions.

## DIRECTIONS

### From I-80 West:

- Take **Exit 53** for **New Jersey 23** toward **US 46/Wayne/Butler/Verona**
- Keep left at the fork, follow signs for **Service Road West Belt local traffic**
- Keep left at the fork to continue toward **Westbelt**
- Keep right at the fork, follow signs for **West Belt W** and merge onto **Westbelt**
- Turn right onto **Demarest Drive**.
- Destination will be on the right: **100 Demarest Drive, Wayne, NJ 07470**

### From I-80 East:

- Take the exit toward **Minnisink Road**
- Turn right onto **Minnisink Road** (signs for **Little Falls/Totowa**)
- Turn left to merge onto **US-46 W** toward **Dover**
- Merge onto **NJ-23 N/State Route 23 N** via the ramp to **I-80 W/Del Water Gap/Butler**
- Take the **West Belt** exit toward **Service Road**
- Keep left at the fork to continue toward **Westbelt**
- Keep right at the fork, follow signs for **West Belt W** and merge onto **Westbelt**
- Turn right onto **Demarest Drive**
- Destination will be on the right: **100 Demarest Drive, Wayne, NJ 07470**

### From 287

- Take exit **52A-52B** for **NJ-23** toward **Riverdale/Wayne/Butler**
- Keep left at the fork and merge onto **NJ-23 S/State Route 23 S**
- Take the **US 202 S** exit toward **Lincoln Park/Boonton/County Road 511 Alt/Service Road**
- Keep left at the fork to continue toward **Fairfield Rd**
- Turn right onto **Fairfield Rd**
- Take the 2nd left onto **Demarest Drive**
- Destination will be on the left: **100 Demarest Drive, Wayne, NJ 07470**

**If you have questions regarding deliveries, delivery/receiving hours, or need directions, please call 1-877-838-2058.**