

GENERAL INFORMATION

Business Center **hours** are 8:30 am- 5:00 pm Monday-Friday. The glass reception doors are unlocked during business hours.

Front Desk/Receptionist: 8:30 am - 5:00 pm

Mailroom/Service Center: 9:00 am - 5:00 pm

Contact the Front Desk/Client Support via email at operations45@rgbc.com **to book a conference room**, register guests, send outgoing mail, request messenger service, book a car, purchase office supplies, etc.

Copy Machine:

Contact Tania Mottaleb for your personal code.

The copy machine allows you to secure print, send faxes, scan, as well as make black and white or colored prints. To enable access to our **printer** please see the Print Driver Instructions within this package.

Mail and Packages:

Please bring all outgoing mail and FedEx packages to the Client Support Center by 3:00 P.M.

Mailing Address:

45 Rockefeller Plaza, Suite 2000, New York, NY 10111

After Hours:

Clients leaving the building after 9pm, please exit through the night elevator. (see floor plan for location)

Privilege Cards:

Please visit the website www.rockefellercenter.com/privilege-card for a list of vendors that accept the privilege card.

ROCKEFELLER GROUP BUSINESS CENTER IS *CLOSED* FOR THE FOLLOWING HOLIDAYS:

NEW YEAR'S DAY (January 1st)
MARTIN LUTHER KING, JR. DAY (3rd Monday of January)
PRESIDENTS' DAY (3rd Monday of February)
MEMORIAL DAY (Last Monday of May)
INDEPENDENCE DAY (July 4th)
LABOR DAY (First Monday of September)
THANKSGIVING DAY AND THE DAY AFTER THANKSGIVING
(Last Thursday and Friday of November)
CHRISTMAS DAY (December 25th)

Depending on the day of the week these holidays fall on in any given year, adjacent days may be recognized as the holiday.

*The business center will not have operations staff here on these days. You can access your office as you would after hours or on weekends, by using your access card and key. You may be directed to use the Night Elevators..