



Delivery Guidelines

Mediant Communications 100 Demarest Drive, Wayne, NJ 07470	<u>General Receiving Hours</u> Monday-Friday 7AM to 6PM
--	---

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 3rd 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.