# Beta**NXT**Delivery Guidelines

**BetaNXT** 100 Demarest Drive, Wayne, NJ 07470

General Receiving Hours Monday-Friday, 7 a.m. to 6 p.m.

Please follow these material delivery guidelines to help ensure your proxy material is delivered correctly to beneficial shareholders.

### **Manifest or Packing Slip**

- Always provide a manifest or packing slip, which should identify:
  - Number of skids/boxes per job
  - Number of enclosures
  - Piece counts per enclosure

- If available, literature codes or issuer's CUSIP
- 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 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 third-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 West Belt
- Keep right at the fork, follow signs for West Belt W and merge onto West Belt
- Turn right onto Demarest Drive.
- Destination will be on the right: 100 Demarest Drive

# 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 West Belt
- Keep right at the fork, follow signs for West Belt W and merge onto West Belt
- Turn right onto **Demarest Drive**
- Destination will be on the right: 100 Demarest Drive

# **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 second left onto Demarest Drive
- Destination will be on the left: 100 Demarest Drive

If you have questions regarding deliveries, delivery/receiving hours, or need directions, please call (212) 440-6816, ext. 1013.