

## New York Office Visitors' Guide

A helpful guide for those planning to visit the New York Office of Sullivan & Cromwell LLP

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

### OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell LLP  
125 Broad Street  
New York, NY 10004-2498

Tel: 212-558-4000  
Fax: 212-558-3588



### OFFICE HOURS

Access is available 24 hours a day, seven days a week.



### AIRPORT INFORMATION

John F. Kennedy International Airport: <http://www.panynj.gov/aviation/jfkframe.HTM>

LaGuardia Airport: <http://www.panynj.gov/aviation/lgaframe.HTM>

Newark Liberty International Airport: <http://www.panynj.gov/aviation/ewrframe.HTM>

#### BY AIR:

**From John F. Kennedy Airport:**

**By Car:**

Take the Belt Parkway West which becomes the Gowanus Expressway to the Brooklyn Battery Tunnel. Keep left at the fork in the ramp. Turn left onto the West Side Highway (West Street). Turn slight right onto West Street. Turn left onto Battery Place. Turn right onto State Street. Turn left onto Bridge Street. Turn right onto Broad Street. Pass over Water Street. Sullcrom's 125 Broad Street building is the last building on the left side of the street.

**By Train:**

Take the Jamaica Station bound AutoTrain to the Long Island Rail Road Jamaica Station. Take any train going west to the Flatbush Avenue Train Station. From the Flatbush Avenue Station take the number 4 or 5 subway toward Manhattan and the Bronx. Get off the subway at the Bowling Green Station, exit the station onto Whitehall Street, turn right and walk to Water Street, make a left, walk one block to Broad Street and make a right.

**By Taxi:**

Yellow cabs are available at all terminals. There is a taxi stand outside each terminal with uniformed taxi dispatchers to assist you in obtaining a cab. The fare to Manhattan is a flat \$45 plus tolls and tip.

**From LaGuardia Airport:**

**By Car:**

Take the Grand Central Parkway West to the Triborough Bridge. Take the Bridge to the FDR Drive South to the Broad Street exit. You will be on South Street. At the first corner make a right onto Broad Street; the 125 Broad Street building will be immediately on your right.

**By Taxi:**

Yellow cabs are available at LaGuardia Airport. There is a taxi stand outside each terminal with uniformed taxi dispatchers to assist you in obtaining a cab. The fare to Manhattan ranges from \$25-\$35 plus toll and tip. The exact amount is dependent upon your destination.

**From Newark Liberty International Airport:**

**By Car:**

Exit the airport. Take the US-1-9 ramp toward RT-21/Newark Downtown/US-22/I-78. Merge onto US-1 & 9 North. US-1 & 9 North becomes 12th Street (Portions toll). 12th Street becomes Boyle Place. Boyle Place becomes Holland Tunnel. Take the ramp toward RT-9A/Uptown/West Street. Turn slight left onto Laight Street. Turn left onto West Side Highway/West Street/NY-9A South. Continue to follow the West Side Highway/West Street. Turn slight right onto West Street. Turn left onto Battery Place. Turn right onto State Street. Turn left onto Bridge Street. Turn right onto Broad Street. Pass over Water Street. The 125 Broad Street building is the last building on the left side of the street.

**By Taxi:**

Authorized taxi stands are located outside each terminal. Use only taxis located at authorized taxi stands. The fare to Manhattan ranges from \$40-\$65 plus toll and tip. The exact amount is dependent upon your destination.

**By Subway:**

Take the 4 or 5 Train to the Bowling Green Station.

Take the W or the R to the Whitehall Station.

Take the 1 to the South Ferry Station.



**BANKING****ATM Cash Machines:**

ATM's are located at most banks and at many other businesses. Use the VISA ATM Locator website at <http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp> or the MasterCard ATM Locator website at <http://www.mastercard.com/atmlocator/index.jsp> to find the nearest branch.

Here is a list of the 4 closest ATM's to the Sullcrom New York Office:

**125 Broad Street Building**  
Lobby Convenience Store

**Chase Manhattan Bank**  
1 New York Plaza, Lower Level Concourse

**Chase Manhattan Bank**  
4 New York Plaza

**Hudson United Bank**  
90 Broad Street

**Bank Opening & Closing Times:**

Banks are open Monday to Friday usually from 8:00 a.m. or 9:00 a.m. to 4:00 or 5:00 p.m. and some branches are open until noon on Saturdays. All banks are closed on public holidays. For exact hours contact the specific bank or branch.

**Credit Cards:**

Credit cards can be used in most of the city's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa, MasterCard or American Express can be obtained from most banks or ATM's.

**Currency and Travelers Checks:**

Currency and Travelers Checks can be exchanged at most banks and at participating American Express Travel offices. The closest American Express Travel Office is located at 111 Broadway.

**COURIER SERVICES**

Messenger and courier services operating in the New York area are under strict security restrictions since 2001, making it difficult to arrange for pick up and delivery of a package without an account. Federal Express will accept a credit card for courier service. They may be contacted at <http://www.fedex.com/us/>.

**EMERGENCY SERVICES**

To contact the police, fire or ambulance services dial **911** free from any public or private telephone. In case of accident most major hospitals have 24-hour accident and emergency departments. Refer to the Medical Facilities section of this Guide for a list of hospitals in the area.

**ENTERTAINMENT**

Time Out New York - <http://www.timeoutny.com/>

NYC Theatre Guide - <http://www.nyc.com/theatre/>

Broadway.com - [http://www.broadway.com/\\_aff/concierge.aspx?afs=nyc](http://www.broadway.com/_aff/concierge.aspx?afs=nyc)

NYCVisit.com - <http://www.nycvisit.com/content/index.cfm?pagePkey=15>

NewYork.com - <http://www.newyork.com/>

CitiTour.com - <http://www.cititour.com/>



## HOTEL ACCOMMODATIONS

<b>Ritz Carlton New York, Battery Park</b> Two West Street	Tel: 212-344-0800 Fax: 212-344-3801
<b>Millenium Hilton</b> 55 Church Street	Tel: 212-693-2001 Fax: 212-571-2316
<b>Tribeca Grand</b> Two Avenue of the Americas	Tel: 212-519-6600 Fax: 212-519-6700



## MAPS

Frommer's New York City - <http://www.frommers.com/destinations/newyorkcity/>

NYCVisit.com - <http://www.nycvisit.com/content/index.cfm?pagePkey=15>

NYC Subway Map - <http://www.nycsubway.org/maps/route/>

NYC Transit Maps - <http://www.mta.nyc.ny.us/nyct/maps/>



## MEDICAL FACILITIES

The closest medical clinic is located in the New York Stock Exchange Building (Room 903) on the corner of Wall and Broad Streets. Comprehensive Health Services is open to the public from Monday - Friday 8:30 a.m. - 4:30 p.m. Fees may be paid by check, cash or credit card.

The two hospitals closest to the New York office are:

**NYU Downtown Hospital**  
170 William Street (between Beekman and Spruce Streets)  
212-312-5070  
24-hour Emergency Services

**Bellevue Hospital Center**  
462 1st Avenue (at 27th Street)  
212-562-4347



## TELEPHONE INFORMATION

### OUTSIDE U.S.:

If you are dialing from outside the United States, dial the international access code from the country you are calling from, then the U.S. code 1, then the full phone number, including the area code and the local number.

### FROM THE U.S.:

To dial abroad from the United States to other countries, dial 011 followed by the country code, local area code and phone number. In most cases any local area code that has a zero as the first number is omitted. For example, to call a number in Germany, dial as follows:  
011 [International Access Code] 49 [Country Code] (0) 69 [Local Area Code] 5272 5200 [Phone Number].

The "(0)" is used only when a call is made from within the country. For international calls it is dropped. There are a few exceptions to this rule. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/> :

Australia – 61  
Austria – 43  
Belgium – 32  
Brazil – 55  
France – 33  
Germany – 49  
Greece – 30  
Hong Kong – 852  
India – 91  
Ireland – 353  
Israel – 972

Italy – 390  
Japan – 81  
Netherlands – 31  
New Zealand – 64  
Norway – 47  
Portugal – 3512  
South Africa – 27  
Spain – 34  
Sweden – 46  
Switzerland – 41  
UK – 44

International Dialing Guides are also available at the following websites:

[http://www.business.att.com/bt/dial\\_guide.jsp](http://www.business.att.com/bt/dial_guide.jsp)

<http://www.timeanddate.com/worldclock/dialing.html>

### PHONE CARDS:

Pre-paid phone cards, in a variety of denominations, can be purchased from many retail stores throughout the City. Callers can then use the card from almost any touch tone telephone to call either domestic or international numbers.

### DIALING WITHIN THE U.S.:

To make a local call within New York City, dial 1, then the area code, then the local number. You must use 1 and then the area code even if you are calling within the same area of the City. Local calling varies in other parts of the U.S. so if you are traveling, check with your hotel to find out how to make a local call. You may contact the Operator by dialing "0" or dial "411" for Information.

### MOBILE PHONES:

Some European mobile phones work in the United States. Check with your provider for specific details.

### PUBLIC PHONES:

Most public phones take coins and credit cards.



## RESTAURANTS

Zagat Restaurant Reviews - <http://www.zagat.com/> - click on the Restaurants tab and then select New York City.

NewYorkMetro.com - <http://www.newyorkmetro.com/restaurants/> - New York City restaurant guide.

New York CitySearch - <http://newyork.citysearch.com/> - restaurant guide and more.



## SHOPPING

Shop and office hours vary throughout the New York City area. Generally shops and offices open between 9:00 a.m. and 9:30 a.m. and remain open until 5:00 p.m. or 5:30 p.m. but many stay open much later so it is best to check with the shop directly to determine its hours of operation. Many stores and supermarkets are open on Saturday and Sunday but the hours vary depending on the location so you should check with the store directly.



## TRANSPORT SERVICES

### AIR:

Port Authority of New York and New Jersey - <http://www.panynj.gov> - links to all airports

### CAR PARKING:

Guide to parking in New York - [http://www.nyc.com/visitor\\_guide/parking.aspx](http://www.nyc.com/visitor_guide/parking.aspx)

New York Transportation - <http://www.newyorktransportation.com/limo/parking.html>

### PUBLIC TRANSPORT:

New York City Transit - <http://www.mta.nyc.ny.us/nyct/> - subway and bus information

Long Island Railroad - <http://www.mta.nyc.ny.us/lirr/>

Metro-North Railroad - <http://www.mta.nyc.ny.us/mnr/>

### TRAFFIC CONDITIONS:

Traffic congestion - <http://1010wins.com/trafficlocalfs/>

New York Traffic Reports - <http://www.traffic.com/New-York-Traffic/New-York-Traffic-Reports.html>

### TAXI:

New York City Taxi & Limousine Commission Passenger Information -

[http://www.nyc.gov/html/tlc/html/passenger/passenger\\_info.shtml](http://www.nyc.gov/html/tlc/html/passenger/passenger_info.shtml)

Taxi & Car Services in New York City - <http://www.citidex.com/899.htm>

NYC Taxi Cab Information - <http://www.ny.com/transportation/taxis/>



## VISA / PASSPORTS & IMMIGRATION

### VISAS:

Visa information can be found on the U.S. Department of State website at

[http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html)

### PASSPORT:

Passport information can be found on the U.S. Department of State website at

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

### LOST or STOLEN PASSPORTS:

Information regarding the procedures to follow if your passport is lost or stolen can be found on the

U.S. Department of State website at [http://travel.state.gov/passport/lost/lost\\_849.html](http://travel.state.gov/passport/lost/lost_849.html)



## WEATHER

New York Weather - [http://www.weatherreports.com/United\\_States/NY/New\\_York](http://www.weatherreports.com/United_States/NY/New_York)

Local Weather and Traffic - <http://ww2.weatherbug.com/aff/default.asp?zcode=Z4542>

INTELLICAST - For Local, National and International Weather Forecasts- <http://www.intellicast.com>

