Instructions for the delivery of materials to the NEW FTC Premerger Office

New Address: Constitution Center Building

400 7th St., SW

5th Floor, Room 5313

- 1. Enter the building on the east side, 6th Street, by School Street (Loading Dock)
- 2. Building security will scan your packages, hand wand your person, and give you a building visitor badge NOTE: They will not allow shoes with cleats into the building.
- 3. Once through security, go down the corridor south past the Plaza East Cafe
- 4. Take the next corridor to the right
- 5. Turn left along the curved wall of the auditorium and follow the curve all the way around to the FTC Lobby
- 6. Give lobby security a form of ID in exchange for a temporary security card
- 7. Enter the elevator and press 5
- 8. Exit at the 5th floor, scan your card, and go through the south doors to the Premerger window to submit your materials
- 9. Once you have submitted your materials, go down the elevator to the 1st floor
- 10. Return the security card to the lobby guards to retrieve your ID

