



Elevator Warehouse, LLC. | 11-49 44th Road, Long Island City, NY 11101

**Dear Valued Customer / Vendor / Carrier:**

The following guidelines apply when picking up or delivering to the Elevator Warehouse:



**1. Delivery & Pick Up Address:**

- 11-49 44th Road
- Long Island City, NY 11101



**2. Delivery & Pick Up Hours:**

- Monday to Friday
- 9:00am to 4:00pm
- Lunch Time: 12:00pm to 1:00pm (closed)



**3. Appointment Policy**

- First Come First Serve
- Standing Appt - Appt date required
- Appt time is not required (must follow receiving hours, 9am to 4pm, Closed 12-1)
  
- To schedule delivery, email, or call. Leave a message with your contact & delivery info. We will contact you if there is an issue with your requested date. Otherwise, assume the delivery date is valid.
- Email: [freight@elevatorwarehouse.com](mailto:freight@elevatorwarehouse.com)
- Phone: 646-741-4360



**4. The Elevator Warehouse has 2 entrance points:**

- Street level load/unload on 44th Rd
  - ◇ There is commercial vehicle parking directly in front of the building
  - ◇ All street level freight will be managed from the 2nd bay door
  - ◇ You may access 44th Road via 21st Street
  
- Trailer loading dock on 44th Ave
- Deliveries requiring a loading dock, must use the loading dock on 44th Ave
  - ◇ Access to 44th Ave via 11th Street
  - ◇ 13th Street runs in parallel to our loading dock, make left on 13th St to back into the loading dock
  - ◇ The 44th Ave address is 13-02 44th Ave, loading dock is to the right of the Elevator Learning Center entrance

If you have any questions, please contact the EW team at [customerservice@elevatorwarehouse.com](mailto:customerservice@elevatorwarehouse.com)

**Thank you for your cooperation.**

**Regards,  
Al Gioletti  
Facilities Manager**