



New York City - City Business Guide

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Overview

New York City is constantly in motion. This city that never sleeps is a buzz from the tops of its highest towers to the depths of its subways, and on every street in between. New York moves at full speed and at full volume. By day, New York is a cityscape of busy office buildings, shops, museums and green spaces, while night scenes get played out in the innumerable restaurants, bars, clubs and theaters.

While Wall Street represents the city's role in finance, the city is also an international force in fashion, the arts, communication, publishing and cuisine. One of the most visited cities in the world, the Big Apple counts among its monuments the Statue of Liberty, the Empire State Building, Times Square, Broadway, Central Park, Carnegie Hall and the Brooklyn Bridge. But visitors also come for the city's inexhaustible offerings of theater and music, art, shopping and dining.

Business Etiquette

* Formal dress is the norm for corporate executives and those working in the legal, consulting, accounting and banking industries. Dress is more casual in other sectors, particularly in the technology domain and particularly during hot summer weather.

* Appointments should be made and kept punctually.

* It is customary to open and end a meeting with a handshake.

* Casual conversation, lasting a few minutes, often starts a meeting.

* Business cards can be presented at the start or end of a meeting.

* Privacy should be respected in business contexts.

* An open and direct business style is the norm.

* Deals should be followed up and confirmed in writing as quickly as possible.

* Friendships in the business community should not be underestimated when it comes to getting things done.

* Ask where (and when) smoking is permitted.

* If invited to someone's house, it is customary to bring flowers or another hostess gift.

* The pace in New York means that everyone is in a hurry, especially businesspeople. As a result, short meetings are customary and not a personal affront. Meetings can take place over lunch, dinner or cocktails, or in offices, conference rooms or cubicles.

Chamber of Commerce

Greater New York Chamber of Commerce Tel.: +1 212 686-7220

Brazilian American Chamber of Commerce Tel.: +1 212 751-4691

French American Chamber of Commerce Tel.: +1 212 765-4460

Italy America Chamber of Commerce Tel.: +1 212 459-0044

Japan External Trade Organization Tel.: +1 212 220 4365

Korean Chamber of Commerce Tel.: +1 212 644-0140

The U.S. and Mexico Chamber of Commerce Tel.: +1 202 296 5198

Netherlands Chamber of Commerce Tel.: +1 212 265-6460

Embassies and Consulates

Brazilian Consulate General 1185 Avenue of The Americas; Tel.: +1 917 777-7777 is temporarily out of order : while this situation persists, the Consulate can be reached at the numbers : +1 212 827-0976 or +1 212 869-4723

British Consulate 845 Third Avenue; +1 Tel. +1 212 745-0200

Chinese Consulate General 520 12th Avenue; Tel.: +1 212 244 1467

Czech Consulate General 1109 Madison Avenue; Tel.: +1 212 717-5643

French Consulate 934 Fifth Avenue; Tel.: +1 212 606-3600

German Consulate 871 UN Plaza at 49th Street; Tel. +1 212 610-9700

Irish Consulate 345 Park Avenue, 17th Floor; Tel. +1 212 319-2556

Consulate General of Italy 690 Park Avenue +1 212 737-9100

Japanese Consulate 299 Park Avenue; Tel.: +1 212 371-8222

Korean General Consulate 335 E. 45th St. Tel.: +1 646 674-6000

Mexican Consulate 27 East 39th Street; Tel.: +1 212 217-6400

Business Centers

Business centers provide a range of services that include secretarial, translation/interpretation, and office services, including computer rentals, audio/visual equipment rentals, cellular phone rentals, copy and printing services, and temporary office space and staff.

Hq Global Workplaces 100 Park Avenue Center; Tel. +1 212 320 6400

Hq Global Workplaces 1230 Avenue of the Americas; Tel. 917 639-4000

Hq Global Workplaces 300 Park Avenue; Tel.: +1 (212) 836-2580

New York Manhattan Park Avenue 245 Park Avenue 24th and 39th floors New York 10167; Tel.: +1 212 792-4000 / 1 212 792-4299, Fax : 1 212 792-4001

Hq Global Workplaces 140 Broadway; Tel.: +1 212 858-7500

Hq Global Workplaces 14 Wall Street' Tel.: +1 212 618-1700

Manhattan Business Center, Inc. 410 Park Avenue, 15th Floor; Tel.: +1 212 751-9200

World Wide Business Centers 575 Madison Ave. Premier Midtown, Tel : +1 212-605-0200

Conference and Exhibition Centers

American Conference Centers 780 Third Avenue; Tel. +1 212 888 0888

Bull Run Conference Center 52 William Street; Tel. +1 212 859 2200

Manhattan Conference Center 145 W 44th St, Tel : +1 212 768-4400

Jacob K. Javits Convention Center 655 W. 34th St.; Tel.+1 212 216-2000

Lighthouse International 111 E. 59th Street; Toll-Free Tel.: +1 800 829-0500; Tel.: +1 212 821-9200

Madison Square Garden Four Pennsylvania Plaza; Tel.: +1 212 465-6741

The Coleman Center 810 Seventh Avenue, 23rd Floor; Tel.: +1 212 541-4600

Translation Offices

Accent on Language 160 E. 56th St.; Tel.: +1 212 355-5170 /toll-free: +1 888 740-3550, fax: 1 212 355-5176

Berlitz Translation Services 132 W. 31st St., 12th Floor; Tel.: +1 339-4700

Merrill/NText translations 225 Varick Street; Toll-Free Tel. 877-GO-NTEXT

Russian & Slavic Language Services, Inc. 271 Madison Avenue, Third Floor; Tel.: 212-481-4980; Fax 212-481-4971

Interworld Translation Service 10 W 37th St., Floor 3; Tel.: (212) 594-8218

Courier/Messenger Services

Airline Delivery Services Tel.: +1 212 687-5145

Urban Express Tel.: +1 212 855-5555; +1 212 947-1854

Quik Trak Messengers Tel. +1 212 463-7070

Walsh Messenger Service, Inc. Tel.: +1 212 746 4348

Alliance Courier & Freight Tel.:+1 212 302-2263

DHL Tel.: +1 800 225-5345

FedEx Tel.: +1 800 463-3339

UPS Tel.: +1 800 742-5877

ABE Delivery Service Tel.: +1 212 239-0121

Internet Connection Place

All upper-range and most medium-priced hotels are equipped with dataports that allow guests to use laptop computers. Many hotels offer business centers equipped with computers and Internet access. Outside hotels, cyber cafes are available including:

CyberCafe - Times Square Tel.: +1 212 333-4109

Internet Lounge 246 East 14th St. Tel : +1 212 253 0277

Keelum Broadband Internet Café 273 W 38th St. Tel : +1 212 921-9791

Internet Cyber Café 32 3rd Ave. Tel : +1 212 777-5544

NY Computer Café Tel.: +1 212 872-1704

Web2 Zone Cooper Square New York, NY 10003; Tel.: +1 212 614 7300

Internet Café New York City Tel.: +1 212 614-0747

Visas & Customs

Passports valid for at least six months after arrival are required for all. In general, travelers visiting the U.S. are required visas. However, under the Visa Waiver Program, citizens of Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom are allowed to stay for 90 days without a visa. Citizens of Canada and Mexico do not need a visa but must carry proof of citizenship and identity.

Beginning October 26, 2004, all travelers, including children of any age, who want to travel visa-free to the United States under the Visa Waiver Program must have a Machine-readable passport. Duty-free allowances are 200 cigarettes or 50 cigars or 2 kilograms of tobacco, 1 liter of alcohol, and gifts worth up to \$100. Meat products, seeds, plants, fruits, and hazardous goods are prohibited.

Phone Information

The area codes in Manhattan are 212 and 917; Brooklyn, the Bronx, Staten Island, and Queens use 718; Long Island is 516.

Emergency Phone Numbers

Emergency police, fire, and ambulance 911

Tips and Rules for Use of Phone in Country

For local calls, dial the seven-digit telephone number. For long-distance calls within the U.S., dial 1, then the three-digit area code, then the seven-digit number. For long-distance calls outside the U.S., first dial 011 and the country code. Four special prefixes, "800," "888," "877," and "900," are not area codes but indicators of special services. "800," "888," and "877" are toll-free calls. The "900" numbers charge you for the call and are often expensive. For collect calls or operator-assisted calls, dial "0" instead of "1". For local directory assistance, dial 411. For long-distance information, dial 1, and then the appropriate area code followed by 555-1212. The most common public phone is the coin-operated type. Telephone-card phones are becoming increasingly common.

Tips and Rules for Use and Rental of Mobile Phones

There are several cellular service providers in the U.S., including: Verizon Wireless, T-Mobile, Cingular, AT&T Wireless, and Sprint PCS. Mobile phone numbers follow the regular telephone number convention, with the seven-digit telephone number followed by the area code.

If you choose to bring your cellular phone into the U.S., be sure to check with your home cellular service provider to establish compatibility of your phone with systems abroad. Rent a locally compatible cellular phone before you arrive to obtain reasonable rates and reliable service.

Money

Foreign currency must be exchanged to U.S. dollars. Money can be exchanged at banks and various foreign-exchange services. Most restaurants, shops, and hotels will take travelers' checks and major credit cards. Travelers can also withdraw cash from ATMs.

The basic unit of U.S. currency is the dollar, which equals 100 cents. Coins are the copper penny (1 cent) and four silver coins: the nickel (5 cents), the dime (10 cents), the quarter (25 cents), and the half-dollar (50 cents). Silver \$1 coins and "golden" dollar coins also exist. Paper bills come in denominations of \$1, \$5, \$10, \$20, \$50, and \$100.

Tiping

* **Restaurants** 15 to 20 percent of bill, none at fast-food restaurants

* **Bars** about US\$1 per drink or 10% to 15% of drink prices

* **Airport Skycap/Porter** US\$1 per piece of luggage

* **Taxis** 10 percent of fare

* **Hotel Bell Desk** US\$1 per piece of luggage or per taxi summoned

* **Hotel Housekeeping** US\$1 per person per day

* **Hotel Room Service** 15 percent of bill

* **Parking Attendant/Valet** 15 percent of parking rate

* **Haircare/Personal Services** 20 percent of bill

Time Difference

New York City lies in the Eastern Time Zone (GMT/UTC minus five hours). During the spring and summer months New York observes daylight-saving time.





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VAT & Taxes

New York City has the sales tax of 8.25%. Clothing under \$110, prescription drugs, and non-prepared food from grocery stores are exempt from sales tax.

Voltage

110V AC, 60Hz. Plugs are of the flat, two-pin type.

Local Transportation

Subways and buses will get you to any part of Manhattan, Brooklyn, Queens, and the Bronx; the Staten Island Ferry is free unless you're taking on a car; and taxis are prevalent everywhere.

Yellow medallion taxi cabs are the only ones authorized to pick up passengers hailing from the street. Fares, which cover all passengers, start at US\$2 and rise 30 cents for each one-fifth of a mile, or 20 cents per minute for waiting time or if the cab is going less than eight miles an hour, which can add up in rush hour gridlock. Most cab rides in Manhattan will cost you around US\$8 to US\$12, unless it's rush hour.

The New York City bus system is extensive, but riding buses through the city streets can be much slower than taking the subway. It does come in handy for gaps not filled by the subway, such as traveling between the East Side and the West Side. Subway tokens or MetroCards are the easiest way to pay for a bus. Otherwise, you must have US\$1.50 in exact change. Only quarters, dimes, and nickels are accepted.

The subway system in New York City is extensive enough to make it your exclusive choice. Though subway tokens are still available (US\$1.50), MetroCards are now the more common mode of payment. There are also unlimited daily, weekly, and monthly passes. Unlimited-ride MetroCards can be purchased at subway-station booths.

Health Info

No specific immunizations are needed to enter the United States. For more information, contact the Center for Disease Control at 800-342-2437.

Climate

New York's climate is defined by extremes. The city can be hot and humid in summer and bitterly cold and windy in winter. Weather in New York is also rather changeable meaning that dry, sunny conditions can be quickly swept away by a system that brings 95-degree temperatures and extreme humidity, all within the space of a week. Winter temperatures can also fluctuate up to 20 degrees over a few days. Rainfall and thundershowers are common in summer, and freezing rain and snowfall is normal in winter. Though rainy, spring in New York is generally mild, with average temperatures in the 60s and 70s Fahrenheit. Autumn temperatures, in the 50s and 60s, are also pleasant.

Public Holidays

- * **New Year's Day** January 1
- * **Martin Luther King Jr. Day** Third Monday in January
- * **Presidents' Day** Third Monday in February
- * **Memorial Day** Last Monday in May
- * **Independence Day** July 4
- * **Labor Day** First Monday in September
- * **Columbus Day** Second Monday in October
- * **Veterans' Day** November 11
- * **Thanksgiving** Fourth Thursday in November
- * **Christmas** December 25

Where to Eat

Dining in New York offers dizzying variety. On the 47th floor of the Marriott Marquis, **View**, the city's only revolving restaurant offers the New York tasting menu. **Mesa Grill** is famous for spicy Southwestern American cooking and lively atmosphere. New York's internationally renowned **Nobu** serves exquisite inventive Japanese cuisine and sashimi. **Bombay Talkie** is modelled after Indian teahouses and decorated with lush oil paintings of scenes from Bollywood flicks, and the menu spotlights creative street food of the chef Jehangir Mehta. **Megu** is a 13,000-square-foot Japanese restaurant favoured by savvy Tribeca inhabitants where you will get royal treatment and inventive meal. Service is flawless at **Le Bernardin** where the house specialty is French-style seafood. Celebrities can often be seen noshing on American food at **Tribeca Grill**.

Local Gift Ideas

If it exists, you can probably find it in New York. The city's best designer shopping can be done along Madison Avenue, lined with brands' flagship stores, and Fifth Avenue, synonymous with fashion. Many unique clothing boutiques and high-end interior design shops are concentrated in the SoHo (South of Houston) neighborhood, an area with a European sensibility. Several stalls at the Annex Flea Market offer vintage clothing and linens.

Leisure Time

A walking tour is a good way to take in New York's many architectural marvels. Some of the city's most famous monuments are the Empire State Building, Rockefeller Center, the Statue of Liberty and the Brooklyn Bridge. Among the city's 150 museums, the Guggenheim, Museum of Modern Art and Metropolitan Museum of Art are truly world-class.

A great New York tradition involves seeing a Broadway show. The program of the Lincoln Center for the Performing Arts includes performances of the Metropolitan Opera, The New York City Opera, the New York City Ballet and the New York Philharmonic. Other renowned venues are Carnegie Center, Kaufman Concert Hall and the Lehman Center for the Performing Arts.

New York offers a range of nightlife scenes. The stylish, occasionally wild clubs in SoHo draw a crowd of models, artists and businesspeople, while East and West Village spots are patronized by a bohemian clientele. Posh lounges and cocktail bars characterize the Upper East and West Sides.

If it's baseball season (April to September), consider catching a Mets or Yankees game.

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