

Attention, Candidates,

**Re: American Arbitration Association Daily Ballot Pick-Up**

Beginning on **Monday, November 22, 2021**, 10:00 a.m., until **Tuesday, December 7, 2021**, the **American Arbitration Association** will commence the daily ballot pick-up. The AAA picks up Business Reply mail daily at the Church Street Post Office located at the following address:

**Church Street Post Office (back entrance)**  
**90 Church Street, 1<sup>st</sup> floor**  
**New York, N.Y. 10007**

Candidates and/or Observers should arrive at the AAA's office, at **120 Broadway, New York, N.Y., 10271, (Concourse Level)**.

**American Arbitration Association COVID-19 Safety Measures**

**It is required that any observer entering the American Arbitration Association office fill out a daily symptom checker on the morning of their visit. There is a QR code on the door as well as physical forms. The link will have the same effect as the QR code but can be filled out prior to arriving at AAA's office: <https://symptomcheck.adr.org/> Please select New York City-120 Broadway (Hearings and Elections) Once completed, a green checkmark will be provided that will have to be shown.**

The time ballots are picked up varies, due to the ability of the Post office to process all mail and have it ready. Although there is no specific time, the AAA will generally pick-up mail at 10:00 a.m. AAA only picks up mail Monday through Friday. All mail received on the weekend is provided on the following Monday

Any Candidate/Observer, who would like to observe the mail pick up, must contact the Elections Committee, **one business day in advance**. The Elections Committee will notify AAA with the names, which they will coordinate with the Candidate/Observer, for mail pick-up. An Individual candidate may not be represented by more than one observer at any time, except at the count. Candidates on a slate may jointly be represented by up to, but no more than three observers at any one time except at the count.