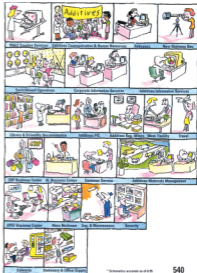


Ciba Relocation Survival Guide



Tarrytown Corporate Center





• How do I get to my office?

• What will I find when I get there?

• Where do I get something to eat around here?

You'll find the answers to these and many other questions regarding your relocation to Torrington on the pages of this *City Relocation Survival Guide*. Inside this guide, you'll learn where to park, how to enter your building, where to cash a check, drop off overnight mail and much more. This guide is filled with information to help you adjust to your new surroundings. Inside the back cover, there is an easily referenced alphabetical index showing the page number where you'll find descriptions of specific services and amenities available at TCC.



* Where am I headed?

Our official address is 540 White Plains Road, PO. Box 2008, Tarrytown, N.Y., 10591-8008. Within the Tarrytown Corporate Center (TCC) office complex, most of the Corporate Department offices are in Building 520, and all of the Address offices are in Building 540 (specific department locations are described on pages 5 and 6). The main switchboard number is (914) 765-2000.



Highway Directions:

From the Ardsley Site to the Tarrytown Corporate Center

Drive south on Route 9A and turn left onto Lawrence Street; from Lawrence, turn right onto the Saw Mill River Parkway North. Drive north on the parkway approximately 4 miles to Exit 29W, Route 119 West/Tarrytown. Turn right on Route 119, heading west. Go approximately 1.2 miles (six traffic lights). Entrance to Tarrytown Corporate Center is on your left.

From the Hawthorne Site to the TCC

Turn left off of Skyline Drive onto Route 9A South. Proceed 1.3 miles, turn right at Old Saw Mill River Road. Proceed one mile, and turn right onto the Saw Mill River Parkway South. Take the next exit off the parkway, Exit 22 for Interstates 87 and 287. Take the immediate next exit, Exit 1, and proceed right onto Route 119 West. At the third light on Route 119 (about a half mile), turn left into the Tarrytown Corporate Center.

Welcome to the new site!

* Once I arrive at the TCC, where do I park?

The buildings are clearly marked as 520 and 540. Parking lots capable of accommodating Ciba employee cars, trucks and motorcycles are located adjacent to these buildings. There are also spaces marked for handicapped parking, and a small number of visitor parking spaces are provided near the entrance to each building. The parking lots are monitored around the clock. If desired, security guards are available to escort employees to their cars in the evening. Intercoms are located in the lots for use to contact Security in the event of a problem. Ciba employees are advised to register their cars with Security. Doing so makes it possible for Security to contact you in the event that you leave your lights on, etc.

* How do I get into the buildings?

Access to both buildings is through the main entrances, which are clearly marked. For security reasons, employees working at Tarrytown are required to wear identification badges, which function as a card access system to enter the buildings. Receptionists are stationed in the main lobbies to assist you, and you will also find directories indicating where the various departments are located.



Tarrytown: The Heart of Sleepy Hollow Country

Depending on whether you're from Andover or Hawthorne, you've only moved up or down the road a short piece in your relocation to Tarrytown. But there is something about Tarrytown that evokes a special sense of the history and legends of Sleepy Hollow. Our new site is a "stone's throw" from historic attractions that people travel many miles to see.

Among these attractions, you'll find the Union Church of Pocantico Hills, replete with stained glass windows created by Marc Chagall and Henri Matisse. Kykuit, home to four generations of the Rockefeller family, is located nearby in Pocantico Hills, a subdivision of North Tarrytown. Washington Irving's Sunnyside, the mills of Philipsburg Manor, and Van Cortlandt Manor offer a peek into 18th century life. All are within minutes of our new site. Sydenham, which overlooks the Hudson in Tarrytown, is known both as one of this country's finest Gothic Revival mansions, as well as home to outstanding summer music programs and outdoor sunset serenades.

For more information on these and many other interesting attractions in and around Tarrytown, contact the Sleepy Hollow Chamber of Commerce at (914) 621-1126. Pamphlets, brochures and flyers describing local attractions are also available in the main lobby of Buildings 330 and 346.

Above all, welcome to TCC in Tarrytown!



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