

## Los Angeles Office Visitors' Guide

A helpful guide for those planning to visit the Los Angeles Office of Sullivan & Cromwell LLP

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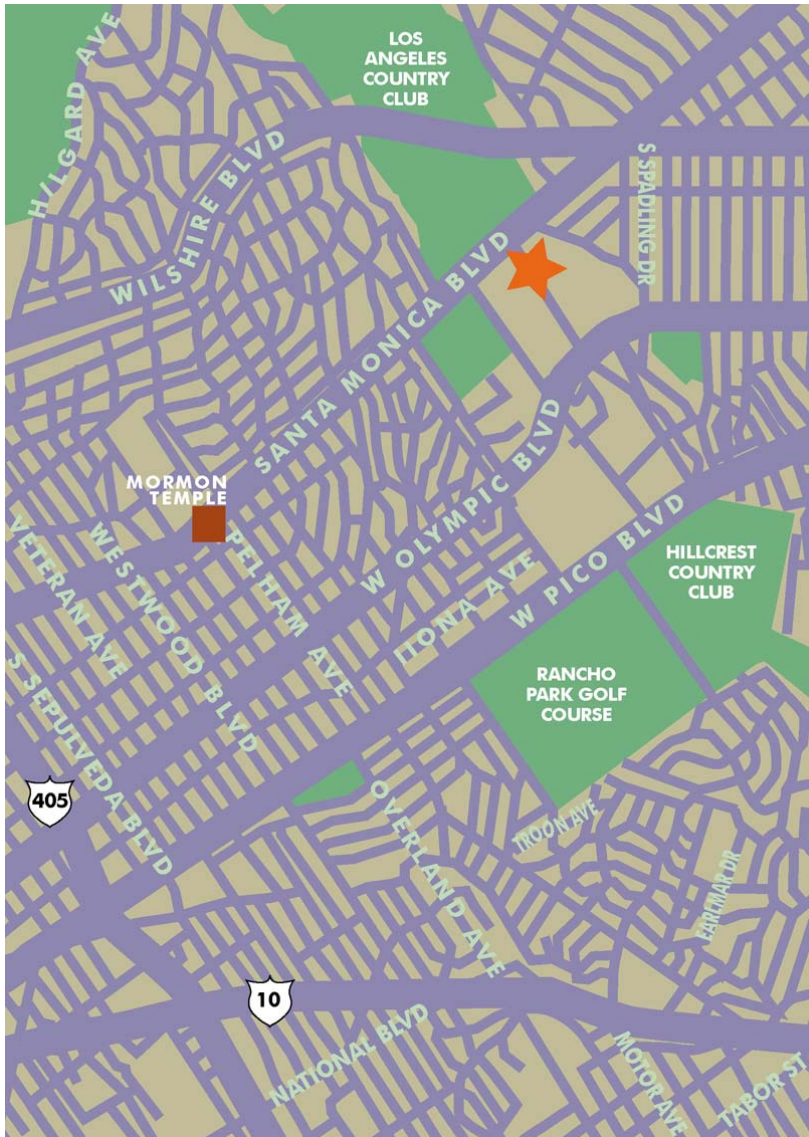
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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

### OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell LLP  
1888 Century Park East,  
21st Floor  
Los Angeles, CA 90067

Tel: 310-712-6600  
Fax: 310-712-8800



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## OFFICE HOURS

Access is available 24-hours a day, seven days a week. The building requires an access card between 6:30 p.m. and 6:30 a.m. (1830 - 0630) and on weekends.



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## AIRPORT INFORMATION

Los Angeles International Airport Website - <http://www.los-angeles-lax.com>

Long Beach Airport Website - <http://www.longbeach.gov/airport>

John Wayne International Airport (Orange County) Website - <http://www.ocair.com>

Bob Hope Airport (Burbank) Website - <http://www.burbankairport.com>



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## BANKING

### ATM Cash Machines:

ATM's are located at most banks. Use the VISA ATM Locator website at [http://visa.via.infonow.net/usa\\_atm/](http://visa.via.infonow.net/usa_atm/) or the MasterCard ATM Locator website at <http://www.mastercard.com/atmlocator/index.jsp> to find the nearest branch. Here is a list of the four closest ATM machines to the Los Angeles Office:

#### Bank of America

2049 Century Park East

#### City National Bank

2029 Century Park East

#### First Republic Bank

1888 Century Park East

#### Mercantile National Bank

1840 Century Park East

#### Union Bank of California

1901 Avenue of the Stars

#### Washington Mutual (Chase)

1925 Century Park East

### Bank Hours:

Banks are open Monday to Friday and hours vary depending on the bank. Some branches are open until 12:00 p.m. (1200) on Saturdays. All banks are closed on public holidays.

### Credit Cards:

Credit cards can be used in most of the City's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa and MasterCard can be obtained from most banks.

### Currency and Travelers Checks:

Currency and Travelers Checks can be exchanged at banks, currency exchange offices, and some hotels.



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## COURIER SERVICES

Several courier services providing 24-hour service, seven days a week, are available in Los Angeles.

**Security Couriers, Inc.** - 818-789-3999

<http://www.securitycouriers.com>

**Pro Courier** - 800-834-7579

<http://www.procourier.com>

Both services accept American Express, Visa, and MasterCard.



## DIRECTIONS

### From Los Angeles International Airport, Long Beach Airport, and John Wayne International Airport:

- Take 405 Freeway north to Santa Monica Boulevard exit. Turn right.
- Continue approximately 2 miles on Santa Monica Boulevard to Century Park East. Turn right.

### From Bob Hope Airport:

- Go south on Hollywood Way toward N. Avon Street. Turn right onto W. Alameda Avenue
- Merge onto 134 Freeway west
- Merge onto 405 Freeway south to Santa Monica Boulevard exit. Turn left.
- Continue approximately 2 miles on Santa Monica Boulevard to Century Park East. Turn right.



## EMERGENCY SERVICES

To contact the police, fire or ambulance services, dial **911** free from any public or private telephone. In case of accident, most major hospitals have 24-hour accident and emergency departments.

### Late Night Pharmacies

Walgreens Drug Store  
24 Hour Prescription Service  
8770 W. Pico Boulevard  
Los Angeles, CA 90035  
310-275-2117 or 310-251-0179 or 310-275-1344  
<http://www.walgreens.com>

Rite Aid Pharmacy  
24 Hours  
300 North Canon Drive  
Beverly Hills, CA 90210  
310-273-3561  
<http://www.riteaid.com>



## ENTERTAINMENT

Los Angeles Convention and Visitors Bureau - <http://www.lacvb.com>

Los Angeles City Search - <http://www.losangeles.citysearch.com>

Official City Website - <http://www.visitlosangeles.com/>

Insider's Guide to Los Angles - <http://www.LA.com>



## HOTEL ACCOMMODATIONS

**The Beverly Hilton Hotel**  
9876 Wilshire Boulevard, Beverly Hills, CA 90210  
Tel: 310-274-7777  
Fax: 310-285-1313

**The Park Hyatt Hotel**  
2151 Avenue of the Stars, Los Angeles, CA 90067  
Tel: 310-277-2777  
Fax: 310-284-6501

**Hyatt Regency Century Plaza**  
2025 Avenue of the Stars, Los Angeles, CA  
90067

Tel: 310-228-1234  
Fax: 310-551-3355

**The Peninsula Beverly Hills**  
9882 S. Santa Monica Boulevard  
Beverly Hills, CA 90212

Tel: 310-551-2888  
Fax: 310-788-2319



## MAPS

<http://www.mapquest.com>

<http://www.maps.google.com>

<http://www.uslocalmap.com>



## MEDICAL FACILITIES

### **UCLA Medical Plaza (Private Medical Care) by Appointment Only**

100, 200 and 300 UCLA Medical Plaza  
Los Angeles, CA 90095  
Physician Referral Service: 1-800-825-2631  
<http://www.uclahealth.org>

### **Cedars-Sinai Medical Group (Private Medical Care) by Appointment Only**

Several Locations throughout Los Angeles  
Patient Services: 1-800-700-6424  
Physician Referral Service: 1-800-233-2771  
<http://www.cedars-sinai.org>



## TELEPHONE INFORMATION

### **OUTSIDE THE UNITED STATES:**

If you are calling from outside the United States, dial the international access code for the country you are calling from, then the US code 1, then the three-digit area code, and seven-digit telephone number.

### **FROM WITHIN THE UNITED STATES:**

If you are calling within the United States, dial 1, followed by the three-digit area code and seven-digit telephone number.

To place an international call from within the United States, first dial 00 (the international access code), then the country code followed by the local code. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/> :

Australia – 61  
Austria – 43  
Belgium – 32  
Brazil – 55  
France – 33  
Germany – 49  
Greece – 30  
Hong Kong – 852  
India – 91

Ireland – 353  
Israel – 972  
Italy – 390  
Japan – 81  
Netherlands – 31  
New Zealand – 64  
Norway – 47  
Portugal – 3512  
South Africa – 27

Spain – 34  
Sweden – 46

Switzerland – 41  
UK – 44

**TELEPHONE CARDS:**

Pre-paid telephone cards can be bought from selected retail establishments and most supermarkets. They are sold in various denominations. The card will be pre-charged to the value shown on the card face. Callers can then use the card to call from almost any touch tone telephone or pay telephone box to call either domestic or international numbers.

**MOBILE TELEPHONES:**

If you are traveling to the United States from another country check to see if your network provider has a reciprocal arrangement with a U.S.-based network that allows you to use your mobile phone.

**PUBLIC TELEPHONES:**

Most pay telephone boxes take coins and credit cards.



**RESTAURANTS**

Comprehensive Online Restaurant Guide - <http://www.zagat.com>

Los Angeles Restaurant Reviews, etc. - <http://www.losangelesrestaurants.com>

Los Angeles Restaurant Reviews, etc. - <http://www.concierge.com>

Restaurant Reservations - <http://www.opentable.com>



**SHOPPING**

Operating hours vary for shops and other retail establishments, but most are generally open Monday to Friday from 9:00 a.m. to 9:00 p.m. (0900 - 2100). The vast majority of shops are open on Saturday from about 10:00 a.m. to 9:00 p.m. (1000 - 2100) and on Sunday from 12:00 p.m. to 6:00 p.m. (1200 - 1800). Many supermarkets are open 24 hours, 7 days a week.



**TRANSPORTATION SERVICES**

**CAR SERVICES:**

Vogue Limousine - (800) 542-6991

West Star Limousine - (310) 275-1120

**LOCAL PUBLIC TRANSIT AGENCIES:**

Los Angeles Metropolitan Transit Authority - <http://www.mta.net>

Santa Monica Big Blue Bus - <http://www.bigbluebus.com>

Los Angeles Local and Wide Area Network Rail Service - <http://www.amtrak.com>

**TRAFFIC CONDITIONS:**

Real time Los Angeles traffic reports - <http://www.traffic.com>

Live Los Angeles freeway speed maps and traffic incident summaries - <http://www.sigalert.com>

City of Los Angeles, Department of Transportation real-time traffic information for surface street traffic conditions within the city - [http:// trafficinfo.lacity.org](http://trafficinfo.lacity.org)

**TAXIS:**

<http://www.la-taxi.com> or <http://www.taxicabsla.org>

Bell Cab - 800-666-6664  
Beverly Hills Cab Company - 800-273-6611  
Yellow Cab - 800-200-1085

Los Angeles County, Department of Transportation Complaint Line - 800-501-0999



**VISA / PASSPORTS & IMMIGRATION**

**VISAS:**

A citizen of a foreign country wishing to enter the United States generally must first obtain a Visa, either a non-immigrant Visa for temporary stay, or an immigrant Visa for permanent residence. The type of Visa is defined by immigration law and relates to the purpose of the travel.

**LOST OR STOLEN PASSPORT:**

If your passport is lost or has been stolen, it is important that you immediately report this to the U.S. Department of State. Complete a statement regarding Lost or Stolen Passport and mail it to:

U.S. Department of State  
Passport Services  
Consular Lost/Stolen Passport Section  
1111 19th Street, NW, Suite 500  
Washington, DC 20036

Or call (24-hours a day) - 202-955-0430

Further and detailed information can be found at <http://www.travel.state.gov>



**WEATHER**

For Local, National and International Weather Forecasts - <http://www.weather.com>

