

## MEETING PLANNING & SPECIAL EVENTS DEPARTMENT GUIDELINES FOR CATERERS & CONCESSIONAIRES

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The Mart's Guidelines for Caterers and/or Concessionaires are the policies and procedures set forth to assist all Caterers and/or Concessionaires while conducting business at The Mart. They should prove helpful when catering an event or providing food/beverage sales and services in these properties. Please contact The Mart's Meeting Planning & Special Events ("MP&SE") Department via email at [specialevents@themart.com](mailto:specialevents@themart.com) or by telephone, 312.527.4141, with any questions you may have.

1. All events held at The Mart managed properties must be conducted in an orderly manner, and all service providers should be in full compliance of local applicable laws and regulations.
2. Caterers and/or Concessionaires must provide evidence and copies of all necessary **City of Chicago and State of Illinois licenses and permits** as required for off-premise food and alcoholic beverage sales. Licenses and permits must be provided no later than ONE MONTH PRIOR to a Trade Show or Special Event. No Caterer or Concessionaire will be allowed to conduct business on site without all required licenses and permits.
3. Caterers and/or Concessionaires must provide evidence of a **valid Certificate of Liability Insurance** that meets insurance requirements set forth by The Mart (*Exhibit "A"*). Certificates should name the additional insureds as outlined on the referenced Exhibit. Insurance must be provided no later than ONE MONTH PRIOR to a Trade Show or Special Event. No Caterer and/or Concessionaire will be allowed to conduct business on site without a valid Certificate of Insurance.
4. Caterers and/or Concessionaires must sign and return copies of the **The Mart's License Agreement** issued by The Mart's Lease Administration Department. An agreement will be mailed to each respective Caterer and/or Concessionaire in advance of a Trade Show or Special Event, and must be returned no later than ONE MONTH PRIOR to a Trade Show or Special Event. No Caterer and/or Concessionaire will be allowed to conduct business on-site without a signed License Agreement/Contract.
5. Caterers and/or Concessionaires are requested to adhere to the **The Mart's "Green" Meetings & Events Plan and Policy** (*Exhibit "B"*).
6. All Caterers and/or Concessionaires will be assigned a Meeting Planning & Special Events Department ("MP&SE") Event Manager to assist with Trade Show or Special Event setup and teardown, including answering any questions regarding working within The Mart properties.

**OPERATIONAL GUIDELINES:** Please provide your assigned MP&SE Event Manager the following information at least **ONE WEEK PRIOR** to a Trade Show or Special Event:

- Exact arrival, set up and tear down times for your show or event.
- A timeline of all vendor/supplier deliveries, including date and time, which will be forwarded to The Mart's Security Department and Loading Dock Office.

- Description of the type of equipment you will be providing, and/or and equipment that will be delivered in your name by other providers/suppliers including tables, chairs, linens, disposables, serving ware, trash receptacles, etc.
- Directions to The Merchandise Mart Loading Dock follow (*Exhibit "C"*). If you experience any difficulties accessing the dock areas, please call your Event Manager or The Mart Security Department (312.527.7700) or Loading Dock Office (312.527.7559).

**Loading Dock Office hours are as follows (*Times vary during shows*):**

Monday-Friday 8 AM - 4 PM  
Saturday CLOSED  
Sunday CLOSED

**Loading Dock Entrance hours are as follows:**

Monday-Friday 6 AM – 8 PM  
Saturday 6 AM – 2:30 PM  
Sunday CLOSED

**Freight Elevator Service hours are as follows:**

West Bank	Monday-Friday	6:30 AM – 1:30 AM
	Saturday	7:30 AM – 2:30 PM
	Sunday	NO SERVICE
East Bank	Monday-Friday	7:30AM – 12:00 AM
	Saturday	NO SERVICE
	Sunday	NO SERVICE

If The Merchandise Mart Dock is closed, please call Security (312.527.7700) and provide them with your event location details. Security will help you gain access to your location. Please contact your Event Manager with any problems or issues.

Caterers and/or Concessionaires may leave their vehicles on The Mart Dock for **30 MINUTES ONLY** while loading/unloading. Vehicles left unattended in the Loading Dock for longer than 30 minutes will be towed. Please direct your staff to any of The Merchandise Mart's nearby parking lots for hourly parking.

Adjacent Parking locations include:

**MartParc Wells Facility:** Corner of Kinzie and Wells Streets  
**MartParc Orleans Facility:** Corner of Orleans and Hubbard Streets

Caterers and/or Concessionaires are provided the use of carts and flatbeds from The Merchandise Mart Loading Dock. A valid Driver's License can be used as a deposit while carts are in use. Carts are loaned on a first-come, first-served basis, and may be in short supply during a Trade Show. Caterers that attempt to bring in carts/flatbeds via The Merchandise Mart entrances will be turned away by The Mart Security Department.

**Caterers and/or Concessionaires should note the following:**

- Provide a minimum of (1) standard fire extinguisher at each food preparation location, which meets all current inspection requirements.
- Please note: The use of butane or propane burners and stoves**, as well as flammable liquids, **is strictly prohibited on The Mart premises.**
- Open flame cooking is not permitted in either buffet or catering preparation area. Sterno containers and electric "hot box" ovens are permitted with prior approval.
- If the use of STERNO (aluminum container) heat is planned for food preparation, make certain to visit the Work Control Center, Loading Dock Level of The

- Merchandise Mart, prior to the day of the event, to obtain a "Hot Work Permit". Details can be obtained by calling the 312.527.6000. (*Exhibit "D"*).
- E. Use of enclosed or votive candles is allowed, and requires a "Hot Work Permit" which can be obtained at the Work Control Center. (*Exhibit "D"*)
  - F. Caterers should maintain a constant watch or presence while sternos are in use (Fire watch)
  - G. Ensure there is sufficient ventilation, fresh air/exhaust, in the area where food preparation is taking place.
  - H. Use non-combustable tables and decorations where warming equipment is utilized. Relocate setup if necessary.
  - I. Make certain that all décor fabrics are created with a fire retardant material to resist burning and can withstand heat. City of Chicago and Chicago Fire Department Building Code Certification is required. (National Fire Protection Association (NFPA), entitled NFPA 701 certification).
  - J. Be aware of possible flammability of décor or displays. Understand where sprinkler heads are in relation to heating equipment. Relocate setup if necessary.
  - K. Electrical cords are to be taped down, and multiple outlets are recommended.
  - L. The Mart strives to maintain a safe, presentable environment in the public areas of Mart Center at all times. Please make certain all food and drink spills are cleaned and addressed, and that your event space and catering preparation areas are maintained for cleanliness. Please remove all trash to the Loading Dock Level a directly at the close of a show day or event. If flooring surfaces are not dry and free of excess debris throughout the course of a scheduled event, The Mart reserves the right to provide housekeeping staff to clean, and if needed, bill the costs of service to the service provider.
  - M. Please notify The Mart Housekeeping Department at 312.527.7720 to obtain approval to use the Janitorial sink adjacent to your food service area. Please do not use the Janitorial sinks to dispose of ice, liquids or waste.
  - N. Make certain all catering or food service preparation areas are maintained for cleanliness, and cleaned directly after a show or event. Please remove all rubbish and do not let it accumulate. Caterers should remove all trash and liquids immediately to the Loading Dock area.
  - O. If you are found to be in violation of these policies, your Event Manager and The Mart Security will be notified.
  - P. Please adhere to the Loading Dock move-in/move-out schedule provided by the MP&SE Event Manager.
  - Q. Please instruct all employees and service staff to conduct themselves in a professional, courteous manner to all event attendees, exhibitors and The Mart executive staff.

**The Mart's Existing Revenue Sharing program is as follows:** This program applies to concessions sales only. All commissions owed to The Mart must be turned in no later than 60 days after an event, along with applicable backup, (i.e., daily receipts, tickets issued to attendees, etc.) Commissions are to be assessed less staffing and equipment rental costs. Formulas are shown below. Please send your check to your Event Manager's attention at: The Merchandise Mart, 222 Merchandise Mart Plaza, Suite 470 Chicago, IL 60654.

**The revenue sharing program is broken into three levels of GROSS daily receipts:**

\$0 - \$600	CATERER does NOT participate in revenue sharing.
\$601- \$999	The Mart receives 7.5% of food and 15% of alcoholic beverage sales.
\$1,000 +	The Mart receives 15% of food and 20% of alcoholic beverage sales.

**Please also provide The Mart with an itemized daily list of menu selections and the price at which they were sold.**

**Concessionaires are to provide:**

- All equipment/disposables/labor needed to operate concessions location (see green meetings and events plan and policy).
- Sufficient labor to operate concessions and to bus café tables.
- Cash register (NOT A CASH BOX) and credit card machine (if applicable).
- Cellophane paper to cover all Mart café tables, to be changed daily, or as needed.
- Concessionaire agrees to set up “Staff Account” with The Mart. The Mart Staff may present signed coupon to Concessionaire in return for food items. Concessionaire will tally coupons after event and return them to The Mart with an invoice.
- Electrical requirements

**The Mart to provide Concessionaires:**

- Concession location.
- Heavy plastic sheeting for all catering prep/food line/staging area floors which our Union Carpenters will install and tape down.
- 4' tables and linens for food line and preparation area, as needed. Linen color is at The Mart's discretion.
- Make certain that all electrical cords are taped down, and multiple outlets are recommended.
- Café tables and chairs with linens. Linen color is at The Mart's discretion. Certain café areas may not require seating. The Mart's Event Manager will discuss with Concessionaire.
- Large, lined garbage cans, recycling bins and housekeeping service to remove garbage.
- 22" x 28" signage listing concessions menu (Concessionaire should supply The Mart Event Manager with menu at least 1 week in advance of event).
- Electrical set up (Concessionaire must provide The Mart Event Manager with exact electrical requirements at least 1 MONTH PRIOR to show or event).
- The Mart may provide Concessionaire with storage/preparation space depending upon availability. The Mart is not responsible for items stored in the Concessionaire's storage/preparation areas.

**IMPORTANT CONTACT INFORMATION:**

**Meeting Planning & Special Event Managers**

Liz Waters	312.527.7061
Myca Stahl	312.527.3082
Marie Straquadine	312.527.7565

**Director, Operations**

Dave Foley	312.527.7910
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**Supervisor, Materials Management & Elevators**

Chris Basiorka	312.527.3555
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**Supervisor, Housekeeping**

Terri Falletti	312.527.7720
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**Director of Security**

Don Taylor	312.527.7638
	312.735.2755 cell

**Vice President, Engineering**

Mark Bettin	312.527.7525
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**HVAC Asst. Chief Engineer**

**EXHIBIT "A"**

**INSURANCE REQUIREMENTS FOR CATERERS**

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***MERCHANDISE MART PROPERTIES, INC. ("THE MART")***  
**INSURANCE REQUIREMENTS FOR CATERERS AND**  
**LICENSEES IN CHICAGO**

- A. The Caterer or Licensee shall maintain the following insurance in amounts not less than those specified below:
1. Liquor Liability Insurance with a limit of liability of not less than \$1,000,000.
  2. Workers Compensation Insurance with a limit of liability as required by the jurisdiction where the Building is located and any applicable federal authority, and Employers Liability Insurance at a limit of not less than \$1,000,000 for all damages arising from each accident or occupational disease.
  3. Comprehensive General Liability Insurance, written on an occurrence basis, including Independent Contractors, Premises Operations Liability, Products/Completed Operations Liability, Blanket Contractual Liability, Broad Form Property Damage (with "X" exclusion deleted), Broad Form Comprehensive General Liability and Personal Injury (employees exclusion deleted), with a combined single limit of liability not less than \$1,000,000 for each occurrence and \$ 2,000,000 in the aggregate for Bodily Injury, Property Damage and Personal Injury.
  4. Comprehensive Automobile Liability Insurance covering all owned, hired, or non-owned vehicles including the loading or unloading thereof with a combined single limit of liability not less than \$1,000,000 for each occurrence and in the aggregate.
  5. Umbrella Liability or Excess Liability Insurance with limits not less than \$1,000,000, following form on all coverages listed above with the exception of Workers Compensation.
- B. The Caterer or Licensee shall maintain Property Insurance sufficient to cover loss to its property at the site and hereby agrees to waive all rights of action and subrogation against the parties named as insureds in accordance with Paragraph E for damages caused by fire or other peril covered by such insurance.
- C. Caterer's or Licensee's insurer shall have a policyholder rating of at least B++ and be assigned a financial size category of at least Class X as rated in the most recent edition of "Best's Key Rating Guide" for insurance companies.
- D. The Caterer or Licensee, before commencing work and as a condition to final payment, will supply The Mart with certificates of insurance, evidencing compliance with the minimum requirements listed above. Each certificate shall state that the insurance evidenced by such certificate will not be canceled or reduced without thirty (30) days prior written notice to The Mart.

- E. The Caterer or Licensee shall have the following manuscript endorsement specifically endorsed to its Liquor Liability, Comprehensive General Liability, Comprehensive Automobile Liability and Umbrella Liability or Excess Liability policies covering this Event:

"Merchandise Mart L.L.C., Merchandise Mart Properties, Inc., MTS-MM L.L.C., Vornado Realty L.P., Vornado Realty Trust; (any additional parties, if necessary); and their respective owners, partners, directors, officers, members, shareholders, agents, employees, beneficiaries, lenders, successors and assigns , all as their interests may from time to time appear, are hereby added as Additional Insureds."

"The coverage afforded the Additional Insureds under this policy shall be primary insurance. If an Additional Insured has other insurance, which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the Company's liability under this policy shall not be reduced by the existence of such other insurance."

"It is further agreed that the coverage afforded to an Additional Insured shall not apply to the sole negligence of that Additional Insured."

## EXHIBIT “B”

### “GREEN” MEETINGS & EVENTS PLAN AND POLICY

#### *Policy Overview*

The purpose of this policy is to produce “Green” Meetings & Events by taking steps to minimize waste, decrease energy consumption, and educate event partners as to how to minimize their environmental impact as well.

#### *Policy Objectives*

To produce meetings and events that will be environmentally responsible and minimize a negative impact on the environment by addressing the following areas:

#### **Catering/Food & Beverage:**

##### **For catered meetings/events, Food and Beverage providers are advised to:**

- ❖ Use large, reusable bulk dispensers, not individual servings, for condiments including sugar, cream/creamer, salt, pepper, butter, cream cheese, and other condiments.
- ❖ Use china or glass plates, cups and glasses (non disposable). If not available, use compostable service ware that must be washable (biodegradable).
- ❖ **Styrofoam is NOT to be used under any circumstances.**
- ❖ Provide cloth napkins or recycled content paper napkins. For beverages, use recycled-content beverage napkins, and if not available, use coasters.
- ❖ Purchase locally grown and organic foods and products.
- ❖ Include vegetarian meals on menu proposals.
- ❖ Donate/distribute left-over food, where health regulations allow, to local homeless rescue missions or food banks. The Mart’s MP&SE Department can refer you to locations.

#### **Meeting Rooms:**

##### **The Mart Personnel will:**

- ❖ Maintain a lighting program during setup and teardown of events that minimizes use of unneeded lighting in unpopulated areas.
- ❖ During summer months, be instructed to shut blinds and turn off lights when rooms are not in use.
- ❖ Maintain bulk container soap and recycled paper towel dispensers in all kitchen areas.
- ❖ Prior to use of meeting rooms, maintain air quality based upon occupancy.
- ❖ Maintain carbon dioxide air quality sensors within all meeting rooms.

#### **Recycling Program:**

##### **The Mart Personnel will:**

- ❖ Separate recycling bins for waste, paper, metal, glass and plastic will be placed throughout event areas and meeting rooms.
- ❖ Follow existing on-site building-wide recycling program.

#### **Water Conservation:**

- ❖ Food & Beverage providers will provide pitchers of water for speakers and event attendees, rather than individual water bottles. When water bottles are necessary, obtain from vendors who provide a corn based, compostable bottle

## **EXHIBIT “C”**

### **DIRECTIONS TO THE MERCHANDISE MART & 350 W. MART CENTER DRIVE LOADING DOCKS**

#### **Coming from the Northwest**

Take I-90 East to I-94 into Chicago, heading south. Exit I-94 on Ohio Street, and turn right on Orleans Street at the first stoplight. Turn right on Hubbard to Kingsbury, and then turn left. Kingsbury dead-ends into Kinzie Street. Turn left, at the stop sign, and then turn right into The Mart Loading Dock.

#### **Coming from the Southeast**

Take I-94 to Chicago, heading north. Exit I-94 on Ohio Street, and turn right on Orleans Street at the first stoplight. Turn right on Hubbard to Kingsbury, and then turn left. Kingsbury dead-ends into Kinzie Street. Turn left for The Mart Loading Dock and at the stop sign; turn right into The Mart Loading Dock.

#### **Coming from the Southwest**

Take I-80 to Chicago, to I-55 North. Follow I-55 to I-94 North. Exit I-94 on Ohio Street; turn right on Orleans Street at the first stoplight. Turn right on Hubbard to Kingsbury, and then turn left. Kingsbury dead-ends into Kinzie Street. Turn left for The Mart Loading Dock and at the stop sign; turn right into The Mart Loading Dock.

#### **Coming from the North**

Take I-94 South to Chicago. Exit I-94 on Ohio Street, and turn right on Orleans Street at the first stoplight. Turn right on Hubbard to Kingsbury, and then turn left. Kingsbury dead-ends into Kinzie Street. Turn left for The Mart Loading Dock and at the stop sign; turn right into The Mart Loading Dock.

#### **Coming from the West**

- ❖ Take I-290 West to Chicago. Exit I-94 North. Follow I-94 to the Ohio Street exit, and turn right on Orleans Street at the first stoplight. Turn right on Hubbard to Kingsbury, and then turn left. Kingsbury dead-ends into Kinzie Street. Turn left for The Mart Loading Dock and at the stop sign; turn right into The Mart Loading Dock.



**EXHIBIT "D"**

**HOT WORK PERMIT**

Details regarding the use of a "Hot Work Permit" can be obtained by calling the The Mart Work Control Center at 312.527.6000. Please refer to **Caterers and/or Concessionaires** section of document.

**HOT WORK PERMIT**

**STOP!**  
Avoid hot work or seek an alternative/safer method, if possible.

This *Hot Work Permit* is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Instructions	Part 1			
<p><b>1. Firesafety supervisor:</b></p> <p>A. Verify precautions listed at right (or do not proceed with the work).</p> <p>B. Complete and retain Part 1. (Part 1A is for quality assurance documentation, if necessary.)</p> <p>C. Issue Part 2 to person performing hot work.</p>	<p style="text-align: center;"><b>Required Precautions Checklist</b></p> <p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot work equipment in good working condition.</p> <p><b>Requirements within 35 ft. (11 m) of hot work</b></p> <p><input type="checkbox"/> Flammable liquid, dust, lint and oily deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets.</p> <p><input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistive tarpaulins or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> FM Approved welding pads, blankets and curtains installed under and around work.</p> <p><input type="checkbox"/> Protect or shut down ducts and conveyers that might carry sparks to distant combustible material.</p> <p><b>Hot work on walls, ceilings or roofs</b></p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustible material on other side of walls, ceilings or roofs is moved away.</p> <p><b>Hot work on enclosed equipment</b></p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustible material.</p> <p><input type="checkbox"/> Containers purged of flammable liquid/vapor.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p> <p><b>Fire watch/hot work area monitoring</b></p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 min. after work, including any break activity.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.</p> <p><input type="checkbox"/> Fire watch is trained in use of equipment and in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required in adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor hot work area for an additional three (3) hours after the 60-min. fire watch.</p> <p><b>Other precautions taken:</b></p> <p><input type="checkbox"/> _____</p>			
<p>Hot work by</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Contractor _____</p> <p>Date _____ Job number _____</p> <p>Location/building and floor _____</p> <p>Nature of job _____</p> <p>Name (print) and signature of person performing hot work _____</p> <p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>Name (print) and signature of firesafety supervisor/operations supervisor _____</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">9550311</div>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;"><b>Permit Expires</b></td> <td style="width: 30%;">Date _____</td> <td style="width: 30%;">Time _____ a.m. / p.m.</td> </tr> </table> <p><b>Note: Emergency notification on back of form. Use as appropriate for your facility.</b></p> <p>To order additional hot work permits or other FM Global resources, order online 24 hours a day, seven days a week, at <a href="http://www.fmglobalcatalog.com">www.fmglobalcatalog.com</a>.</p>	<b>Permit Expires</b>	Date _____	Time _____ a.m. / p.m.	<p><b>FM Global</b></p> <p>F2630 (REV. 6/06) Printed in USA (6/06) © 2003-2006 Factory Mutual Insurance Company All rights reserved.</p>
<b>Permit Expires</b>	Date _____	Time _____ a.m. / p.m.		