

## MEETING PLANNING & SPECIAL EVENTS TENANT SPECIAL EVENT GUIDELINES

---

When planning a meeting or special event within your showroom, boutique, or office space, the following is a compilation of what is necessary and will prove helpful for a successful event. Please contact us with any questions you may have! Thank you!

- 1- **Please call your Vornado Leasing Agent/Industry Marketing contact** and advise them of any and all events being scheduled in your showroom/office/boutique for security and operational scheduling purposes, including the usage of any common areas or VIP parking needs.
- 2- **Please call The Mart's Security Department (312.527.7700)** and advise them of the date and time your showroom/office/boutique event is scheduled to take place, including the estimated attendance and any services required such as dock entrance access/egress, freight and passenger elevator service, and restroom usage. Please provide Security with any VIP parking needs, as well as a list of vendors requiring parking in the loading dock areas, for unloading and loading purposes. Vehicle parking in the loading dock is limited. Please direct our vendors to check in with the Security Officer at the loading dock entrance office upon their arrival.
- 3- **Please call The Mart's Work Control Center (312.527.6000)** and advise them of the date and time your showroom/office event is scheduled to take place, including the estimated attendance. Please request any and all services needed, listed below. Applicable fees will be charged for all services.
  - Request heating, ventilating and cooling services
  - Request lights to remain on in the public corridors
  - Request restrooms be unlocked and open for your event
  - Request after hours passenger elevator service to your floor
  - Request access to loading dock before and after your event, as well as freight elevator service
  - Request information to secure a flatbed truck for vendor move-in/move-out
  - Request any electrical service if a DJ or entertainment sound system is being used
  - Request a Hot Work Permit if required by your caterer
  - Request any necessary services of a Carpenter, Electrician, HVAC Engineer, Painter, Materials Management (Dock), Freight Elevator, or Housekeeping employee for logistical setup/teardown of your event.
- 4- **Contact the Property Management Office, Kristin Pabst, Property Manager, 312.527.7911** if you require the use of any common areas outside the threshold of your showroom, including, but not limited to, corridors, pass-throughs, service corridors, elevator lobbies, janitor closets, stairways and landings. Use of common areas without authorization is strictly prohibited. Proper licensing and applicable fees for common area use must be coordinated prior to your event.
- 5- **Provide your contract Cleaning Services vendor** with the hours their services are required, with a special focus on the event area, as well as the catering staging area.
- 6- **Request Certificates of Insurance and applicable operation licenses from your caterer and all service vendors for your event.** Your caterer's Certificate of Insurance should include Dram Shop Liability Coverage if alcoholic beverages are being served. Request that your company be named as an additional insured for your event. Please see **Exhibit "A"** for reference.

**7- Caterers are required to adhere to the following:**

- A. Provide a minimum of (1) standard fire extinguisher at each food preparation location, which meets all current inspection requirements.
- B. **Please note: The use of butane or propane burners and stoves, as well as flammable liquids, is strictly prohibited on Vornado premises.**
- C. Open flame cooking is not permitted in either a buffet or catering prep area. Sterno containers and electric “hot box” ovens are permitted with prior approval.
- D. If the use of STERNO (aluminum container) heat is planned for food preparation, make certain your caterer visits the Work Control Center, Loading Dock Level of The Mart, prior to the day of your event, to obtain a “Hot Work Permit”. Details can be obtained by calling the 312.527.6000. **(See Exhibit “D”)**
- E. Use of votive candles is not recommended. For everyone’s safety, please consider using battery operated flameless candles. If using conventional candles, please complete a "Hot Work Permit" at the Work Control Center. **(See Exhibit “D”)**
- F. Showroom management and 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 are utilized. Relocate setup if necessary.
- I. Make certain that any décor fabric is made of fire retardant material (Chicago Fire Department and City of Chicago Building Code Certification is required).
- 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 prep areas are maintained for cleanliness. Your caterer should remove all trash to the Loading Dock Level trash area directly after your event. If flooring surfaces are not dry and free of excess debris through-out the course of the scheduled event, The Mart reserves the right to provide housekeeping staff to clean, and if needed, bill the costs of service to the Special Event host.
- M. Please notify The Mart Housekeeping Department at 312.527.7720 to obtain approval to use the Janitorial sink adjacent to your showroom, or on your floor. Please do not use the Janitorial sinks to dispose of ice, liquids or waste.
- N. Caterers should remove all trash and liquids immediately upon the close of an event.
- O. If you are found to be in violation of these policies your Leasing Agent and The Mart Security will be notified.

**8- Directions to The Mart Dock are attached (See Exhibit “B”).** If you experience any difficulties accessing the Loading Dock areas, please contact The Mart Security Department at 312.527.7700, The Mart Loading Dock Office at 312.527.7559, or The Mart Work Control Center at 312.527.6000.

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

Monday - Friday	8:00 a.m. to 4:00 p.m.
Saturday	CLOSED
Sunday	CLOSED

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

Monday - Friday 4:00 a.m. to 8:00 p.m.  
Saturday 4:00 a.m. to 2:30 p.m.  
Sunday CLOSED

**The Mart Work Control Center hours are as follows:**

Monday - Friday 7:00 a.m. to 5:00 p.m.  
Saturday & Sunday CLOSED

**If the The Mart Work Control Center is closed, Caterers should contact the The Mart Security Department to request a “Hot Work Permit” from a Mart HVAC Engineer.  
(See Exhibit “D”)**

**9- Guest Parking options:**

Mart Parc Wells & Mart Parc Orleans, are just steps away from The Mart. All parking garages are fully automated facilities accessible 24 hours/day.

- **Mart Parc Wells Parking, 312.347.3515**, located on the corner of Wells and Kinzie Streets, offers 645 parking spaces.
- **Mart Parc Orleans, 312.986.6877**, located on the corner of Orleans and Hubbard Streets, offers 565 parking spaces.

**10- Below is a list of The Mart’s preferred vendors and suppliers for the following services. If you require additional information or vendor recommendations, please contact the Meeting Planning & Special Events Department at 312.527.4141.**

**Audio Visual/Sound/Staging/Lighting**

- AV Chicago / Jerry Bernacchi – 312.229.4100
- Frost / Dan Shenk – 312.642.7600
- Sound Investment / Cindi Webber – 312.733.6288

**Entertainment/ DJ**

- Frozen Lips Entertainment / Stuart Jacobson – 847.921.7766

**Caterers (The Mart Tenants)**

- The Artisan Cellar (Wine & Cheese, Hors D’Oeuvres) / Phil Bernstein – 312.527.5810
- The Chopping Block– 312.644.6489
- Nick’s Fishmarket Grill & Bar – 312.621.0211

**Coat Check Services**

- Chicago Security Professionals/Steven Kent - 708.250.2762

**Equipment and Furniture Rental**

- Classic Party Rentals / Stephanie D'Ambrosio – 708.375.1289
- Hall's Rental / Nancy Brockway – 847.929.2222 (Minimum \$125)
- Cort Furniture/ Claire La Cassa – 312.656.0630

**Décor**

- Classic Party Rentals / Stephanie D'Ambrosio – 708.375.1289
- Kehoe Designs – 312.421.0030
- Frost – 312.784.2706

**Floral**

- Artistic Blooms / Adam Havrilla – 773.540.2173

**Linens**

- Classic Party Rentals / Stephanie D'Ambrosio – 708.375.1289

**Signage/ Banners**

- ER2 / Gary Schellerer, Jr. – 630.980.4567

**Temporary Staffing**

- CSP Events / Steven Kent – 708.250.2762
- Service Is Us - 773.784.2225

**Transportation / Bus / Trolley Shuttles**

- Chicago Trolley - 773.890.2076

**Valet Services**

- VIP Valet Services / Randy Mariani – 847.670.0871

**Wheelchairs/ Motorized Scooters**

- The Mobility Shop / Sara Poticha – 847.412.9000

Please visit The Mart website [www.themart.com](http://www.themart.com). For information to reserve meeting or venue space, or call our Meeting Planning & Special Events Department at 312.527.4141, or via email at [specialevents@themart.com](mailto:specialevents@themart.com).

**EXHIBIT "A"**

**INSURANCE REQUIREMENTS FOR CATERERS**

---

**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) (If event at Wolf Point then add LaSalle National Bank, as T/U/T # 121000; Wolf Point Owners, L.L.C.); 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”**

### **DIRECTIONS TO THE MART LOADING DOCK**

#### **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 “C”

### “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 "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><b>A. Verify precautions listed at right (or do not proceed with the work).</b></p> <p><b>B. Complete and retain Part 1.</b> (Part 1A is for quality assurance documentation, if necessary)</p> <p><b>C. Issue Part 2 to person performing hot work.</b></p>	<p><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-retardant slush.</p> <p><input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-resistant 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 conveyors 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;"> <p>9550311</p> </div>
<p>Permit Expires _____ Date _____ Time _____ a.m. / p.m.</p> <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.fmglobal.com">www.fmglobal.com</a>.</p> <p> FM2630 (REV. 6/06) Printed in USA (6/06) © 2003-2006 Factory Mutual Insurance Company All rights reserved.</p>	<p>_____</p> <p>_____</p>