



MMPI

MEETING PLANNING & SPECIAL EVENTS DEPARTMENT GUIDELINES FOR CATERERS & CONCESSIONAIRES

The Merchandise Mart Properties, Inc. ("MMPI") 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 Merchandise Mart or 350 W. Mart Center Drive. They should prove helpful when catering an event or providing food/beverage sales and services on these properties. Please contact MMPI's Meeting Planning & Special Events ("MP&SE") Department via email at specialevents@mmart.com or by telephone, 312.527.4141, with any questions you may have.

1. All events held at a MMPI managed property, must be conducted in an orderly manner and in full compliance with 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 requested 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 MMPI (*exhibit A*). Certificates should name the additional insureds as outlined on the referenced form. 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 **MMPI License Agreement** issued by MMPI'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 **MMPI "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 set up and tear down, including answering any questions regarding working within the MMPI properties.



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OPERATIONAL GUIDELINES: Please provide your assigned MP&SE Event Manager with 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 MMPI'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, MMPI 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.



Parking lot locations include:

Mart Parc Wells:	Corner of Kinzie and Wells Streets
Mart Parc Orleans	Corner of Orleans and Hubbard Streets
Wolf Point	Access via 350 W. Mart Center Front Drive or 350 W. Mart Center Loading Dock, off Kinzie St.

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 and/or 350 W. Mart Center Drive Lobby areas will be turned away by the MMPI Security Department.

Caterers and/or Concessionaires should note the following:

- You must provide a minimum of (1) standard fire extinguisher, which meets all current inspection requirements, at each café/concession/food preparation location.
- Open flame cooking is not permitted in either a buffet or prep area. Sterno containers and electric "hot box" ovens are permitted with prior approval.
- The use of butane or propane burners and stoves inside the properties is strictly prohibited, and cannot be brought onto the premises.
- Make certain that any décor fabric should be made of fire retardant material (certification is required).
- Use of votives and/or enclosed candles is allowed but must be approved prior to your event by the MP&SE Event Manager.
- Instruct all employees and service staff to act in a professional, courteous manner to all event attendees, exhibitors and MMPI executive staff.
- Make certain event space and catering prep areas are maintained for cleanliness. Remove rubbish and do not let it accumulate.
- Make certain all food and drink spills are cleaned and addressed during events or shows. Please remove all trash at day's end, or directly after a show or event.
- Make certain to clean all catering preparation areas after an event or at the end of the day.
- Please adhere to Loading Dock move-in/move-out schedule provided by MP&SE Event Manager.

MMPI's Existing Revenue Sharing program is as follows: This program applies to concessions sales only. All commissions owed to MMPI 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.) Formulas are shown below. Please send your check to your Event Manager's attention at: Suite 470, The Merchandise Mart, 222 Merchandise Mart Plaza, Suite 470 Chicago, IL 60654.



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

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

Please also provide MMPI 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 MMPI. MMPI Staff may present signed coupon to Concessionaire in return for food items. Concessionaire will tally coupons after event and return them to MMPI with an invoice.
- Electrical requirements

MMPI to provide Concessionaires:

- Concession location.
- Provide 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 prep area, as needed - linen color is at MMPI'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 MMPI's discretion. Certain café areas may not require seating. MMPI'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 MMPI Event Manager with menu at least 1 week in advance of event).
- Phone line and phone and credit card line (BUT NOT CREDIT CARD MACHINE) if needed.
- Electrical set up (Concessionaire must provide MMPI Event Manager with exact electrical requirements at least 1 MONTH PRIOR TO EVENT).
- MMPI may provide Concessionaire with storage/prep space depending on availability. MMPI takes no liability for items stored in concessionaire storage/prep areas.



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IMPORTANT CONTACT INFORMATION:

Director, Meeting Planning & Special Events

Nancy DeBiasi 312.527.7586

Meeting Planning & Special Event Managers

Amy Killory 312.527.7587
Emily Podboy 312.527.7063
Liz Waters 312.527.7061
Nora Morales 312.527.7977
FAX 312.527.7725

Director, Operations

Dave Foley 312.527.7910

Supervisor, Materials Management & Elevators

Chris Basiorka 312.527.3555

Supervisor, Housekeeping

Don King 312.527.7720

National Security Director

Charles Williams 312.527.7800
 312.735.2749 cell

Assistant Director of Security

Don Taylor 312.527.7638
 312.735.2755 cell

Vice President, Engineering

Mark Bettin 312.527.7525

Chief Engineer

Mike Curran 312.527.7821



EXHIBIT "A"

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. Dram Shop 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 coverage 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 insured 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 MMPI 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 MMPI.



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

“Merchandise Mart L.L.C., 350 North Orleans L.L.C., Merchandise Mart Properties, Inc., Mart Trade Show L.L.C., 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”

“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. MMPI’s MP&SE Department can refer you to locations.

Meeting Rooms:

MMPI 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:

MMPI 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.



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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



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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. Or, proceed forward to the next left, for the 350 W. Mart Center Drive 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. Or, turn right for the 350 W. Mart Center Drive 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. Or, turn right for the 350 W. Mart Center Drive 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. Or, turn right for the 350 W. Mart Center Drive 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. Or turn right for the 350 W. Mart Center Drive Loading Dock.



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EXHIBIT "D"

HOT WORK PERMIT

Details regarding the use of a "Hot Work Permit" can be obtained by calling the MMPI 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>1. Firesafety supervisor:</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>Required Precautions Checklist</p> <p><input type="checkbox"/> Available extinguishers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot work equipment in good working condition.</p> <p>Requirements within 35 ft. (11 m) of hot work</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 sheets.</p> <p><input type="checkbox"/> Remove other combustible material where possible. Otherwise, protect with FM Approved welding pads, blankets and curtains, fire-retardant tarpsaulna 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>Hot work on walls, ceilings or roofs</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>Hot work on enclosed equipment</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>Fire watch/hot work area monitoring</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>Other precautions taken:</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>
<p>Permit Expires: _____ Date: _____ Time: _____ a.m. / p.m.</p> <p><small>Note: Emergency notification on back of form. Use as appropriate for your facility.</small></p> <p><small>To order additional hot work permits or other FM Global resources, order online 24 hours a day, seven days a week, at www.fmglobalsafety.com.</small></p>	<p> P2630 (REV. 6/06) Printed in USA (6/06) © 2003-2006 Factory Mutual Insurance Company All rights reserved.</p>