



Important Information for Showrooms New to the Merchandise Mart Including:

- **Important Contact and Team Information**
- **Merchandise Mart General Information & Services**
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- **Guidelines for Tenant Caterers**
- **Preferred Caterers List**
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Important Contact Information

The Chicago Market: Living and Giving

- General Telephone Number—312-527-4141
- Fax—312-527-7912
- Website Address— www.shopchicagomarket.com

Leasing: Call for general comments and questions on leasing issues.

- Joan Ulrich, *senior vice president*, 312-527-7523, julrich@mmart.com
- Toni McIntosh, *vice president*, 312-527-7895, tmcintosh@mmart.com
- Spence Davenport, *leasing manager*, 312-527-7582, sdavenport@mmart.com
- Jim DeZutel, *administrative assistant*, 312-527-7687, jdezutel@mmart.com

Marketing: Call for general comments and questions on marketing and sponsorship opportunities, changes to marketing contact information, Website links, day-to-day showroom special events, direct mail or public relations information.

- Paula Guiliano, *senior director of marketing*, 312-527-7846, pguiliano@mmart.com
- Trisha Schultz, *director of marketing*, 312-527-7816, tschultz@mmart.com
- Carrie Schmitt, *marketing and leasing coordinator*, 312-527-7885, cschmitt@mmart.com

Market Suite Temporary Sales: Call for information on market suite temporary exhibit spaces for The Chicago Market: Living and Giving in July and January.

- Sara Dahlstrom, *managing director of temporaries sales*, 312-527-7978, sdahlstrom@mmart.com
- Stacey Barrett, *director of temporaries sales*, 312-527-7953, snbarrett@mmart.com
- Robin Gadowski, *beckman's handcrafted sales*, 312-527-3063, rgadowski@mmart.com
- Sharla Barnes, *temporaries sales coordinator*, 312-527-7574, shbarnes@mmart.com

Info Services: Call for any changes to your directory listing included in the July and January on-site directories. The directory updating process occurs in March and April, as well as in September and October. If showrooms do not provide this information for The Chicago Market directories, their showroom name and number will be listed, but **not** their showroom lines and categories.

- Gloria Jamrok, 312-527-7589, gjamrok@mmart.com



Merchandise Mart General Information & Services

Badges	Show badges should to be worn throughout show dates. To obtain your badge, visit Showroom Registration on the first floor with a business card and photo for I.D. For registration booth times, please refer to your Market Alert.
Emergency	In case of emergency*, please dial 911 and provide emergency personnel with the following address: 222 Merchandise Mart Plaza, Chicago, IL 60654. *Merchandise Mart Security should be contacted only after 911 has been contacted.
Lighting	We have recently introduced environmentally friendly lighting and urge you to take advantage of it! For pricing information or to purchase, please call the Purchasing Office at 312-527-7875. Purchases can be added to your monthly rent invoice.
Pedestrian Bridge	The Pedestrian Bridge, located on the 2 nd floor, connects the two Mart Center buildings: The Merchandise Mart and 350 N. Orleans.
Public Transportation	The Brown Line and Purple Line "El" trains of the CTA stop on the 2 nd floor of the Merchandise Mart (East/Wells St. side of the building).
Rent Payments	Monthly rental payments are due on or before the 1 st of each month. No Credit Cards accepted. Please send rent checks to: Merchandise Mart Rent Account 7186 Collection Center Drive Chicago, IL 60693
Security	312-527-7700, fax: 312-527-6012
<i>Key Contacts</i>	Charles Williams, director of security; Don Taylor, assistant directory of security
<i>Hours</i>	24 hours
<i>Location</i>	1 st floor of the Merchandise Mart (northeast corner next to Fed-Ex).
<i>Call to</i>	Remove merchandise from showroom, pick-up keys, make duplicate keys, secure removal passes, change contact information/employee access form or any security assistance.
<i>Key:</i>	Upon move-in, the lease signatory can pick up keys in the Security office by presenting photo identification.
<i>Employee Access Form</i>	At key pick-up, an employee access form must be completed. This form lists those who should be contacted in an emergency, who may have access to the space at any time and who has permission to remove merchandise or equipment. Should those names ever change, the person named on the access form needs to notify Security on company letterhead.



Shipping & Receiving

<i>Merchandise Mart Docks</i>	312-527-7559
<i>Key Contacts</i>	Dave Foley, Dan Turner
<i>Hours</i>	8 am–4 pm; Monday-Friday 8 am–2 pm; Saturday (by appointment only)
<i>Fax</i>	312-527-7060
<i>Location</i>	From I-94, exit on Ohio St. At the first light, turn right onto Orleans St. Turn right onto Hubbard St, then left onto Kingsbury St. Turn left onto Kinzie St. At the stop sign, turn right to the dock.
<i>Delivery Notification</i>	Delivery notification is required for all deliveries larger than two pallets. Please fax notification to Dan Turner at 312-527-7060 including carrier, number of boxes and delivery date. All shipments must arrive at the dock before 4 pm.
<i>Dock Services</i>	\$32 per hour per man moving furniture, packaging, papering windows, etc. 48 hours notice is required to schedule this labor.
<i>Dock appointments</i>	Give two weeks notice for a delivery/pick-up (to occur before 3 pm) Notice must be submitted in writing for delivery or pick-up.
<i>FedEx and UPS</i>	These carriers are not managed by the Merchandise Mart dock, therefore deliveries and pick-ups cannot be verified by Merchandise Mart dock personnel. You <i>must</i> contact the shipper directly.
<i>Flatbed use</i>	Bring your I.D. to the dock to check out up to four flatbeds, which must be returned that same day.
<i>Freight</i>	Freight specifications are not to exceed 5' wide x 10' deep x 5'8" high, 2,000 lbs. If packages exceed these specifications, additional charges and delays will occur. \$32 per hour per man to deliver freight from dock to showroom.
<i>Removal Pass</i>	You must have a stamped removal pass in order to transport or remove merchandise via the freight elevator from the building. Removal passes can be obtained in the Security office.
<i>Shipping/Mailing address</i>	Your Showroom Name & Number 222 Merchandise Mart Plaza Chicago, IL 60654-2282
<i>Tradeshows</i>	During tradeshows, the docks will be working with the tradeshow exhibitors and showrooms, so please be patient! Please see attached listing of annual tradeshows for use when planning deliveries and pickups. Pick-ups or deliveries that require the use of a cart are restricted from show floors during show hours.



Signs One standard showroom sign will be provided at the commencement of your initial lease term. All changes or additions beyond these are the responsibility of the tenant.

Storage The Merchandise Mart has no on-site storage available for rent. Property left in freight elevators or common areas is subject to removal and disposal.

Work Control Center

Service/Building Requests 312-527-6000

Key Contacts Justin Girard, Work Control Supervisor

Hours 7:30 am–5 pm | Monday-Friday

Fax 312-527-6029

Workspeed is our comprehensive online tool designed to streamline communication between you and our Property Management team. Workspeed makes creating and carrying out building service requests easy and efficient. You can create requests at your convenience and check the status of your requests at any time. Please provide Work Control your e-mail address for building updates.

Requests for the services directly below should be dispatched through the Service Desk at 312-527-6000 or Workspeed at <http://vornado.workspeed.com>.

**Trash can be left outside the showroom ONLY after 4 pm each day. Should you need to dispose of anything of above average quantity or size, please contact the Service Desk so they can notify Housekeeping.*

Note: *If you would like any information regarding outside contractors who are approved to work in The Merchandise Mart, please contact the Service Desk.*

Electrical, Engineering, Carpentry, Painting, Housekeeping, and Plumbing.

REPAIR:	TEMPERATURE:	CLEANING:	ADDITIONAL SERVICES
LIGHTING	TOO HOT	JANITORIAL	KEYS & LOCKS
PLUMBING	TOO COLD	TRASH*	CARPENTRY
ELECTRICAL	COMFORT-OTHER	WINDOWS	PAINT/DECORATING
POWER	HVAC-OVERTIME		ESTIMATES
LEAKS			OTHER



Outsourced Service Companies

Directory Advertising

The Chicago Market: Living and Giving® directory

Ascend Publishing: 913-344-1392

Fax: 913-344-1417

Merchandise Mart Buyers Guide directory

Direct Response Publications 561-620-3010

Key Contact: Richard Giarratana

Fax: 561-392-1094

Audio/Visual Rental Equipment AV Chicago

312-943-9822

1922 N Mendell St

Chicago, IL

Carpet & Contract Cleaning

Millard Maintenance Svcs 847-674-4100

Key Contact: Randy Carollo

Furnishing Rentals

(Tables, chairs, etc)

Hall's Rental Service 847-929-2222

6200 W. Howard St

Niles, IL 60714

Linens

Carousel Linens 847-432-8182

454 Sheridan Rd

Highwood, IL 60040

Signage

Katherine Frank Creative 630-620-7720

Key Contact: Mark Hartman

Fax: 630-620-8218

Website: www.katherinefrank.com

Signage for your showroom, including window decals

Visual Media 708-660-9991

Key Contact: Brian Ford

Fax: 708-660-9987

Website: www.visualimpactmedia.com

Signage for your showroom, including window decals

Storage Contact

Anderson Brothers Moving: 773-935-0013
and Storage

Address: 3141 N. Sheffield (will deliver to Mart)

Telephone Service

SBC 800-660-3000

Set-Up: Call 4-6 weeks in
advance of move-in

Telephones and DSL



Traveling in a Group? ...Where to Stay?

First, contact Mart Travel Services to book a hotel room in our hotel block serviced by our free trolleys! www.shopchicagomarket.com/buyer_services/travel.html OR (P) 800-528-8700

If you're looking for alternative housing for your group, check out the site below. Stay together in Chicago at a condo or vacation home—many with parking *and* kitchens! *Vacation Rentals by Owner (VRBO)* <http://www.vrbo.com/vacation-rentals/usa/illinois/chicago> ***

***This site is not affiliated with The Chicago Market: Living and Giving® and this info is provided as a service only. The Chicago Market takes no liability for bookings or unsatisfactory results from this site or their rental properties.

Dining Out Options:

If you're treating a valued buyer or someone from your showroom, below are some great restaurants near The Mart. Please call ahead to confirm times/dates the restaurant will be open.

<u>RESTAURANT</u>	<u>CUISINE</u>	<u>ST</u>	<u>PHONE</u>	<u>DISTANCE (MIN)</u>
INA'S	AMERICAN	1235 W. RANDOLPH	312-226-8227	2 MI (8)
LOU MITCHELLS	AMERICAN	565 W JACKSON	312-939-3111	2 MI (7)
TEMPO CAFÉ	AMERICAN	6 E CHESTNUT	312-943-4373	1.3 MI (5)
THE CHICAGO FIREHOUSE	AMERICAN	1401 S MICHIGAN	312-786-1401	2.7 MI (9)
THE PUMP ROOM	AMERICAN	1301 N STATE ST PKWY	312-266-0360	1.7 MI (5)
WILDFIRE	AMERICAN	159 W ERIE	312-787-9000	.7 MI (2)
BLACKBIRD	AMERICAN	619 W RANDOLPH	312-715-0708	1.4 MI (5)
CHARLIE TROTTER'S	AMERICAN	816 W ARMITAGE	773-248-6228	2.5 MI (10)
DRAGONFLY MANDARIN	ASIAN	832 W. RANDOLPH	312-787-7600	1.59 MI (4)
RED LIGHT	ASIAN	820 W RANDOLPH	312-733-8880	1.3 MI (5)
OPERA	ASIAN	1301 S WABASH	312-461-0161	2.7 MI (9)
BEN PAO	ASIAN	52 W. ILLINOIS	312-222-1888	.6 MI (2)
TOAST	BREAKFAST	746 W. WEBSTER	773-935-5600	2.7MI (11)
ORANGE	BREAKFAST	3231 N CLARK	773-549-4400	4.1 MI (14)
THE BONGO ROOM	BREAKFAST	1470 N MILWAUKEE	773-489-0690	2.6 MI (10)
CARSON'S	FAVORITES	612 N WELLS	312-280-9200	.7 MI (2)
HARRY CARAY'S	FAVORITES	33 W KINZIE	312-828-0966	1.1 MI (4)
HEAVEN ON SEVEN	FAVORITES	600 N MICHIGAN	312-280-7774	1.0 MI (4)
PORTILLO'S HOTDOGS	FAVORITES	100 W ONTARIO	312-587-8910	.9 MI (3)
MR. BEEF	FAVORITES	666 N ORLEANS	312-337-8500	.9 MI (3)
MIKE DITKA'S	FAVORITES	100 E CHESTNUT	312-587-8989	.9 MI (3)
SHULA'S STEAK HOUSE	FAVORITES	301 E NORTH WATER	312-670-0788	1.2 MI (5)
LEVEL NIGHTCLUB	FAVORITES	1045 N RUSH	312-397-1045	1.5 MI (5)
TRU	FRENCH	676 N ST CLAIR ST	312-202-0001	1.2 MI (5)



CYRANO'S BISTROT & WINE BAR	FRENCH	546 N WELLS	312-467-0546	.5 MI (2)
NOMI	FRENCH	800 N MICHIGAN AVE	312-239-4030	1.3 MI (5)
EVEREST	FRENCH	440 S LASALLE 40TH FL	312-663-8920	1.6 MI (5)
MARCHE	FRENCH	833 W RANDOLPH	312-226-8399	1.4 MI (5)
BRASSERIE JO	FRENCH	59 W HUBBARD ST	312-595-0800	.6 MI (3)
BISTRO MARGOT	FRENCH	1437 N WELLS	312-587-3660	1.8 MI (7)
CROFTON ON WELLS	FRENCH/AME RICAN	535 N WELLS	312-755-1790	.4 MI (2)
LE COLONIAL	FRENCH/VIET NAMESE	937 N RUSH	312-255-0088	1.4 MI (5)
PARTHENON	GREEK	314 S HALSTED	312-726-2407	1.9 MI (7)
GREEK ISLANDS	GREEK	200 S. HALSTED	312-782-9855	1.7 MI (6)
ATHENA	GREEK	212 S HALSTED	312-655-0000	1.7 MI (6)
PAPAGUS	GREEK	620 N. STATE ST	312-642-8450	.9 MI (3)
SANATORINI	GREEK	800 W ADAMS ST	312-829-8820	1.7 MI (6)
INDIAN GARDEN GAYLORD INDIA RESTAURANT	INDIAN	247 E ONTARIO	312-280-4910	1.3 MI (5)
KLAY OVEN	INDIAN	100 E WALTON ST	312-664-1700	1.0 (3)
RAJ DARBAR	INDIAN	414 N ORLEANS	312-527-3999	.4 MI (2)
ZEALOUS	INDIAN	2660 N HALSTED	773-348-1010	3.6 MI (12)
MK	INTL / FUSION	419 W SUPERIOR	312-475-9112	.7 MI (2)
GREEN DOLPHIN ST	INTL / FUSION	868 N FRANKLIN	312-482-9179	.8 MI (3)
SPIAGGIA	ITALIAN	2200 N ASHLAND	773-395-0066	3.6 MI (12)
MIA FRANCESCA	ITALIAN	980 N MICHIGAN	312-280-3300	1.6 MI (6)
TUSCANY	ITALIAN	3311 N CLARK	773-281-3310	4.2 MI (15)
TRATTORIA ROMA	ITALIAN	1014 W TAYLOR	312-829-1990	2.7 MI (9)
CARMINE'S	ITALIAN	1535 N WELLS	312-664-7907	2.0 MI (7)
LA SCAROLA	ITALIAN	1043 N RUSH	312-988-7676	1.5 MI (5)
SCOOZI	ITALIAN	721 W GRAND	312-243-1740	.8 MI (3)
ROSEBUD ON RUSH	ITALIAN	410 W HURON	312-943-5900	.6 MI (2)
BELLA NOTTE	ITALIAN	720 N RUSH	312-266-6444	1.2 MI (4)
TRATTORIA NO. 10	ITALIAN	1374 W GRAND	312-733-5136	1.6 MI (6)
COCO PAZZO	ITALIAN	10 N DEARBORN	312-984-1718	1.3 MI (5)
ADOBO GRILL	LATIN/SPANISH	300 W HUBBARD	312-836-0900	.3 MI (1)
CAFÉ BA-BA-REEBA	LATIN/SPANISH	1610 N WELLS	312-266-7999	2.0 MI (7)
CAFÉ LAGUARDIA	LATIN/SPANISH	2024 N HALSTED	773-935-5000	2.4 MI (10)
RUMBA	LATINO	2111 W ARMITAGE	773-862-5996	3.8 MI (10)
NACIONAL 27	LATINO	351 W HUBBARD	312-222-0770	.2 MI (1)
SALPICON	LATINO	325 W HURON	312-664-2727	.6 MI (2)
TIZI MELLOUL	MEDITERRANEAN	1252 N WELLS	312-988-7811	1.5 MI (5)
WAVE	MEDITERRANEAN	531 WELLS	312-670-7610	.4 MI (2)
1492	NEW	644 N LAKESHORE DR	312-255-4460	1.6 MI (6)
FOLLIA LOUNGE	NEW	42 E SUPERIOR	312-867-1492	1.1 MI (4)
SPRING	NEW	953 W FULTON	312-243-2888	1.2 MI (5)
GILT BAR	NEW	2039 W NORTH	773-395-7100	3.4 MI (10)
		230 W KINZIE ST	312-464-9544	.3 MI (1)



MERCADITO	NEW	108 W KINZIE ST	312-329-9555	.5 MI (2)
WEST TOWN TAVERN	NEW	1329 W CHICAGO	312-666-6175	1.6 MI (6)
GIORDANO'S	PIZZA	730 N RUSH	312-951-0747	1.19 MI (3)
GINO'S EAST	PIZZA	633 N WELLS	312-943-1124	.7 MI (2)
LOU MALNATI'S	PIZZA	439 N WELLS	312-828-9800	.4 MI (2)
PIZZERIA UNO	PIZZA	29 E OHIO	312-321-1000	.9 MI (3)
PIZZERIA DUE	PIZZA	619 N WABASH	312-943-2400	.9 MI (3)
SALERNO'S	PIZZA	1201 W GRAND AVE	312-666-3444	1.3 MI (5)
SHAW'S CRABHOUSE	SEAFOOD	21 E HUBBARD	312-527-2722	.8 MI (3)
CATCH 35	SEAFOOD	35 W WACKER	312-346-3500	.9 MI (3)
AVES AT THE PENINSULA HOTEL	SEAFOOD	108 E SUPERIOR	312-573-6754	1.2 MI (4)
KINZIE CHOPHOUSE	STEAK	400 N WELLS	312-822-0191	.4 MI (1)
THE TASTING ROOM	STEAK	1415 W RANDOLPH	312-942-1313	2.0 MI (7)
GIBSON'S	STEAK	1028 N RUSH ST	312-266-8999	1.6 MI (5)
SMITH & WOLLENSKY	STEAK	318 N STATE	312-670-9900	.9 MI (3)
CHICAGO CHOP HOUSE	STEAK	60 W ONTARIO	312-787-7100	.8 MI (3)
GENE & GEORGETTI	STEAK	500 N FRANKLIN	312-527-3718	.3 MI (1)
KEEFERS	STEAK	20 W KINZIE	312-467-9525	.8 MI (3)
WEBER GRILL	STEAK	539 N STATE	312-467-9696	.8 MI (3)
LAWRY'S THE PRIME RIB	STEAK	100 E ONTARIO	312-787-5000	1.1 MI (4)
THE SALOON	STEAK	200 E CHESTNUT	312-280-5454	1.4 MI (5)
TAVERN ON RUSH	STEAK	1031 N RUSH	312-664-9600	1.5 MI (5)
THE PALM IN THE SWISSOTEL CHICAGO	STEAK	323 E WACKER	312-616-1000	1.4 MI (5)



Other helpful phone numbers to have handy:

Bank/ATM: Fifth Third Bank
312-396-4300
Located **on the 2nd floor of The Merchandise Mart** with an ATM machine on the 1st and 2nd floors. Other ATMs **located on the 2nd floor** are Chase and Bank of America.

Business License Renewal: 312-747-4747
The City of Chicago requires all businesses operating in the city to obtain a business license. They can be obtained at City Hall. **Your business license must be renewed annually**. Renewal periods are based on your business zip code. (The Merchandise Mart's Renewal Period is **between April 15-May 15 every year**). Approximately 30 days before the expiration date of your license certificate, you will be mailed a renewal package. If there have been changes to your business, such as change of location, change of business name, or change of officer/owner, you must indicate this information in writing. For more information, visit their Web site at <http://egov.cityofchicago.org/city/webportal/portalEntityHomeAction.do?entityName=Revenue&entityNameEnumValue=36>

Car Rental: Enterprise Rent-A-Car
(Located at MartParc Wells, adjacent to The Merchandise Mart)
Tom Crocker
630-693-2915
1050 Lombard Rd
Lombard, IL 60148
www.enterprise.com
An office is located at Kinzie and Wells.

Crate & Barrel: 312-787-5900
646 N. Michigan Ave
312-573-9800
850 W. North Ave

Container Store: 312-654-8450
908 W. North Ave

Convenience Store: CVS Pharmacy
312-222-2570
344 W. Hubbard St

Copy Service: LaSalle Copy
312-341-1443 or www.lasalle1985.com
300 S. Wacker Drive



- FedEx Kinkos 312-670-4460 or www.fedexkinkos.com
444 N. Wells St
- Display Fixtures: Acme Displays Alex Display
888-379-9566 312-829-2948
- Roberts Colonial House Woodland Marketing
800-234-0537 715-748-4004
- Spirit Concepts, Inc.
800-370-4700
- Dann Dee Display Fixtures
800-888-8515 or www.dandee.com
- EZ Pedestals
888-350-1325 or www.easypedestal.com
- Flowers: KaBloom
312- 329-1500 or www.kabloom.com
Located **on the 2nd floor of the Merchandise Mart.**
- Grocery Stores: Treasure Island Whole Foods Jewel/Osco
312-642-1105 312-932-9600 312-944-6950
1639 N Wells St 30 W Huron St 1210 N Clark
- Hair Salon: Thomas West
312-670-2270
Thomas West is a full service hair salon located **on Floor 2 of the Merchandise Mart.**
- Hardware Stores: Ace Hardware Clark & Barlow
312-527-4200 312-726-3010
440 N Orleans St 353 W Grand Ave
- Home Depot
732 W North Ave
Open 24 hours, delivery available
- Housewares/Furnishings: Bed, Bath & Beyond Pottery Barn
312-755-9890 312-587-9602
530 N. State St 734 N. Michigan Ave
- Pier 1
312-787-4320
1350 N. Wells St
- Office Supplies: Office Depot
312-670-8200
352 W. Grand Ave.



- Pharmacy: CVS/Pharmacy
312-222-2570
344 W. Hubbard St
- Photo Services: CVS/Pharmacy
312-222-2570
344 W. Hubbard St
- Post Office: 312-321-0385
Hours: MON – FRI, 8 am – 6 pm
There is a Post Office **located in The Merchandise Mart on the 1st floor.**
- Shipping: FedExKinkos
800-463-3339
There is a FedEx Kinkos office in **The Merchandise Mart on the 2nd floor** (southeast corner).
- UPS
312-595-1114 or www.ups.com
446 N. Wells St
UPS will deliver and pick up packages at your showroom with a UPS number.
- MART Travel Services: Hotel and Airfare
800-528-8700
fax: 312-329-9513
mart@ttgonline.com
Showrooms, reps and buyers can book hotels and air for our Markets by visiting the Web site at www.shopchicagomarket.com. Mart Travel Services also offer special corporate rates for travel during non-market days. Please call Travel Technology Group at 800-388-8856 and ask for MMPI's Corporate Rates.
- Club Quarters is a private, full service hotel for members only, which includes attendees and tenants of Merchandise Mart Properties, Inc. Rates start as low as \$86 in Chicago. For more information, visit www.clubquarters.com. Your password is MMPI to book online. Reservations can also be made by calling 212-575-0006; just ask for the Merchandise Mart Properties rate (MMPI). Rooms are limited during show times, so call early.

Directions to the Mart:

The Merchandise Mart is bordered by the following:

- **Wells St** (east side)
- the **Chicago River** (south side)
- **Orleans St** (west side)
- **Kinzie St** (north side)

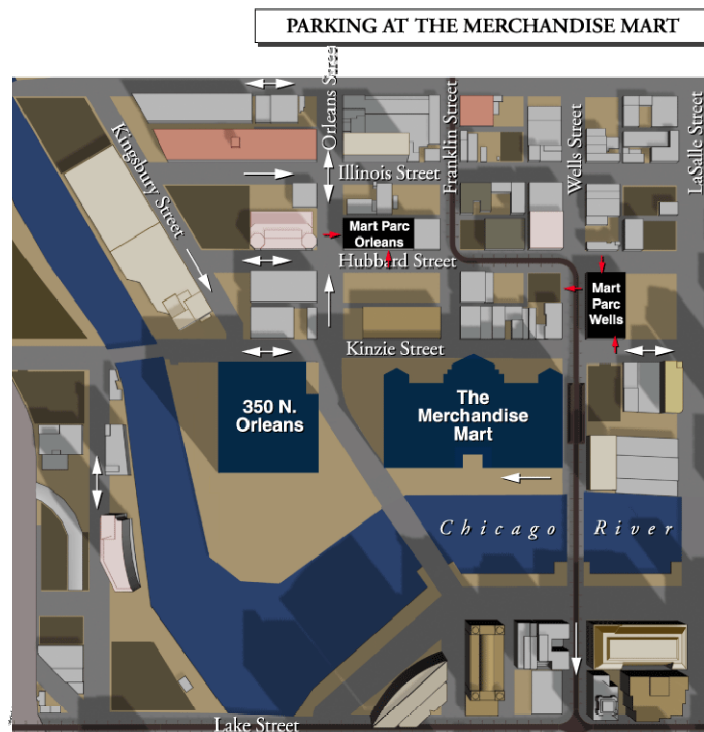
The building is the largest public building in the world. While this affords us with our own zip code as well (60654), it presents challenges if you're trying to map out your way to our building. If we were to have an address, it would be about 400 N. Wells St (you can use that address for MapQuest, for example). For those of you who know the city of Chicago address quadrants, we're about 400 North and 300 West.

From I-90/94, exit east at Ohio St. Turn south (right) on Wells St and drive four blocks to The Mart. (The Chicago River is on The Mart's south side). If you are driving, you'll find parking lots and spaces within blocks of The Mart — many for just \$10 to \$23 per day.

For detailed driving directions, type in your starting address in MapQuest. The Merchandise Mart has its own zip code, so all you have to do is enter 60654 in the zip code box as your destination and click "get directions" to receive customized driving directions.

Parking

MartParc Wells
 MartParc Orleans
 Hubbard and Wells
 300 N LaSalle
 Franklin and Wells
 Orleans and Illinois
 165 W Kinzie
 Kingsbury and Illinois
 Clark and Kinzie



For a complete list of parking lots surrounding The Merchandise Mart, visit our Web site at www.ShopChicagoMarket.com.



**MERCHANDISE MART PROPERTIES, INC.
MEETING PLANNING & SPECIAL EVENTS DEPARTMENT**

GUIDELINES FOR TENANT CATERERS

1. **The Mart's Meeting Planning & Special Events department has provided you with a list of caterers that know The Mart and how it operates.** Please see pages 15-18 for a complete list.
2. **Once you have selected a caterer, ask them for the following:**
 - A current certificate of liability insurance. This certificate should list your company as an additional insured.
 - Their exact arrival/set-up and tear-down times
 - What type of equipment they will be bringing. Double-check to make sure they are bringing all tables, linens, disposables, serving ware, garbage cans etc., or if any of the above will need to be provided by you.
3. **Delivery: All caterers must deliver through the Mart Dock.** (Caterers that bring in carts/flatbeds via The Mart's lobbies will be turned away by Security.)
 - See number 4 below for directions to The Merchandise Mart dock.
 - For ease of delivery please **advise the Service Desk (312/527-6000) or Dock Office (312/527-7559) of any caterers you have coming in** through the dock.

Dock hours are as follows:
Monday – Friday: 8 am – 4 pm (CLOSED Noon to 1 pm for lunch)
Saturday: 8 am – NOON
Sunday: CLOSED
 - **What to do if the dock is CLOSED.**
If you are having a caterer arrive when the Mart dock is closed, please inform Security (312/527-7700) of the caterer's exact arrival time. Security can then open the dock for your caterer.
 - For ease of transportation caterers can check out carts/flatbeds from The Merchandise Mart dock. They must place a driver's license on deposit while they have use of the cart. Carts are loaned on a first-come, first-serve basis, and may not be available when there is a Mart tradeshow or special event taking place.
4. **Directions to the Mart Loading Dock**
 - a. **Directions to The Merchandise Mart Loading Dock (Common Carrier/Large Trucks):** From I-94, exit on Ohio St. At the first light, turn right onto Orleans. Turn right onto Hubbard, then left onto Kingsbury. Turn left onto Kinzie. At the stop sign, turn right into the dock.
 - b. **Directions to the Merchandise Mart Loading Dock (Cars and Small Trucks):** From I-94, exit on Ohio St. At second light, turn right onto Franklin.



Continue four blocks south on Franklin to Kinzie. Turn right onto Kinzie. At the first stop sign, turn left into the dock.

5. Parking for Caterers: Caterers may leave their vehicles on the Mart dock for **30 MINUTES ONLY** while loading/unloading. Vehicles left on the dock for longer than 30 minutes will be towed. Please direct caterers to any of the Mart’s nearby parking lots for hourly parking. Parking lot locations include:

MartParc Wells: corner of Kinzie and Wells Sts

MartParc Orleans: corner of Orleans and Hubbard Sts

6. Operational Guidelines: Caterers serving/preparing food at event:

- Ask caterers to protect floors in any prep/food line areas by providing heavy plastic sheeting to be taped down.
- Ask caterers to provide at minimum (1) standard fire extinguisher (that meets all current inspection requirements).
- Discuss with your caterer whether you want to serve red wine/sauces in areas that may be damaged by a spill.
- Do not allow a caterer to use an open flame in either a buffet or prep area. (Sterno and “hot boxes” are acceptable).

Mart Preferred Caterers

FULL-SERVICE CATERING*

*this column only

= Located in The Mart

Artisan Cellar

The Merchandise Mart, Suite 110
Chicago, IL 60654
Ph. (312) 527-5810
Chicago, IL 60654
Phillip Bernstein
Greg Wilson

Gourmet To Go

Lindsey McQueary
Account Manager
Ph. (888) 512-2837
Fx. (888) 512-2899
www.gourmet2go.net

Caffe Baci

225 W. Wacker Dr.
Chicago, IL 60606
Ph. (312) 251-1234
Fx. (312) 251-0137

Ian Tuffield (312) 629-2216

Holiday Inn Chicago Mart Plaza

350 N. Orleans St
Chicago, IL 60654
Ph. (312) 836-5000 Ext.5283
Fx. (312) 222-9508
Felix Ferandez, General Manager
John Dexter, Director of Food and Bevg.
Fx. (312) 321-9806

Taste America Catering

455 N Cityfront Plaza Dr, Suite 610
Chicago, IL 60611
Ph. (312) 644-0606
Fx. (312) 407-6922



East Bank Club
500 N. Kingsbury
Chicago, IL 60611
Ph. (312) 527-5800
Sydney Schwartz (ext 241)
Joe Crawford; Acct Number: BQ932

Foodstuffs
2106 Central St
Evanston, IL 60201
Ph. (847) 328-7710
Fx. (847) 328-7804
Jay Lieberman

Lou Malnati's Catering
3011 Commercial Ave.
Northbrook, IL 60022
Ph. (847) 562-1918
Fx. (847) 562-1933
Tim McGivern

The Chopping Block
The Merchandise Mart, Suite 107
Chicago, IL 60654
Ph. (312) 644-6360
Shelley Young
*in-store catering only - no drop off
service (*private parties available)

Connie's Catering
2373 South Archer
Chicago, IL 60616
Ph. (312) 326-3443 ext. 317
Fx. (312) 326-5333
www.conniepizza.com
Russell DiVincenzo, Manager

Bake for Me
350 N Clark St
Chicago, IL 60610
Ph. (312) 644-7750
Joe Kapacinskas

Dinkel's Bakery
3329 N. Lincoln
Chicago, IL 60657
Ph. (773) 281-7300
Fx. (773) 281-6169

J&L Catering
1229 North Branch St
Chicago, IL 60622
Ph. (312) 280-7900
Fx. (312) 280-9046
Chris Hafner hafnerjl@yahoo.com

The Entertaining Company
2000 N Racine Ave
Chicago, IL 60614
Ph. (773) 262-3100
Fx. (773) 262-5231
Rita Gutekanstcell: (312) 848-0640

Stefani's
1300 W. Hubbard St
Chicago, IL 60622
Ph. (312) 266-7611
Steven Hartenstein
Tom Kokinakos

Jewell Events Catering
424 N. Wood St
Chicago, IL 60622
Ph. (312) 829-3663
Fx. (312) 829-9791
George L. Jewell, William Luenser, or
Greg Jenkins

BAKERIES

Sweet Mandy B's
1208 W Webster Ave
Chicago, IL 60614
Ph. (773) 244-1174
Sweet Mandy B's

**DROP-OFF SERVICE ONLY –
SEE NEXT PAGE**



**DROP-OFF
SERVICE ONLY**

Au Bon Pain

The Merchandise Mart, Suite 118
Chicago, IL 60654
Paula Ph. (312) 755-9779
Catering Service (800) 765-4227

Tokyo Lunch Box

Merchandise Mart Food Court
Chicago, IL 60654
Ph. (312) 222-0690

Classic Fare

333 S Wabash Ave
Chicago, IL 60685
Les Chandler
Ph. (312) 822-5516

Haba Nero Grill

Merchandise Mart Food Court, FC-8
Chicago, IL 60654

Dunkin Donuts

Merchandise Mart Food Court, Suite 203
Chicago, IL 60654
Ph. (312) 222-1196
Fx. (312) 263-3599
200 E Randolph St
Chicago, IL 60601
Dan (312) 861-1740

Sopraffina Marketcaffe

200 East Randolph
Chicago IL 60601
Tom Tree, Catering Manager
445 West Erie, Suite 209
Chicago, Illinois 60610
Ph. (312) 550-3333

Fox & Obel

401 E. Illinois St
Chicago, IL 60611
Ph. (312) 410-7301

Jamba Juice

Merchandise Mart Food Court, Suite
201
Chicago, IL 60654
Ph. (312) 321-0470
Fx. (312) 321-0476

Chicago Pita

Merchandise Mart Food Court, FC-3
Chicago, IL 60654

Potbelly's Sandwich Works

222 Merchandise Mart Plaza, Suite 109
Chicago, IL 60654
Ph. (312) 836-1007
Fx. (312) 836-1153

Quiznos Subs

Merchandise Mart Food Court
Chicago, IL 60654
Ph. (312) 527-0407

Trotter's To Go

1337 W Fullerton Ave
Chicago, IL 60614
Ph. (773) 868-6510
Fx. (773) 868-6520

Starbucks Coffee

Merchandise Mart, Suite 111
Chicago, IL 60654
Ph. (312) 661-0443
Michael Maggi



2010 - 2011 CALENDAR OF MARKET EVENTS

<p align="center">The Chicago Market: Living and Giving FALL MARKET 2010</p>	<p><u>SHOWROOMS:</u> MONDAY, SEPTEMBER 20 – WEDNESDAY, SEPTEMBER 22</p>
<p align="center">The Chicago Market: Living and Giving FALL 2010 SAMPLE SALE</p>	<p><u>SHOWROOMS:</u> THURSDAY, NOVEMBER 11 – FRIDAY, NOVEMBER 12</p>
<p align="center">Tuesday Seminar Series 2010</p>	<ul style="list-style-type: none"> • January 26 (During Market) • March 23 (During Market) • July 27 (During Market) • September 21 (During Market) • October 5
<p align="center">The Chicago Market: Living and Giving JANUARY 2011</p>	<p><u>SHOWROOMS:</u> THURSDAY, JANUARY 20 – WEDNESDAY, JANUARY 26</p> <p><u>TEMPORARIES, INCLUDING BECKMAN'S HANDCRAFTED SHOW:</u> SATURDAY, JANUARY 22 – TUESDAY, JANUARY 25</p>
<p align="center">The Chicago Market: Living and Giving SPRING MARKET 2011</p>	<p><u>SHOWROOMS:</u> MARCH TBD</p>
<p align="center">The Chicago Market: Living and Giving FALL 2011 SAMPLE SALE</p>	<p><u>SHOWROOMS:</u> MAY TBD</p>