CATERING OPERATIONS GUIDELINES

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 The Mart premises.

C. 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.

D. 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,” see Page 4 attached).*

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,” see Page 4 attached).*

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. Caterers should remove all trash and liquids immediately and bring it to the Loading Dock area.

O. 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.
DOCK ACCESS & HOURS

DOCK ACCESS
The Mart Security Department 312.527.7700
Loading Dock Office 312.527.7559

DOCK HOURS DURING NEOCON 2019:
Monday 6/1 – Sunday, 6/7 6AM – 12AM
Monday, 6/8 – Friday, 6/19 6AM – 8PM

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. Turns 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.
PARKING

DOCK PARKING

Caterers may leave their vehicles on The Mart Dock for 30 MINUTES ONLY while loading/unloading. Vehicles left for longer than 30 minutes will be towed. Please direct your staff to nearby parking lots for hourly parking.

NEARBY PARKING GARAGES

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

CARTS & FLATBEDS

Caterers are provided the use of carts and flatbeds from The Mart Loading Dock. A valid Driver's License can be used as a deposit. Carts are loaned on a first-come, first-served basis.

CONTACT INFORMATION

**Meeting Planning & Special Event Managers**
- Liz Waters 312.527.7061
- Myca Stahl 312.527.3082
- Marie Straquadine 312.527.7565

**Supervisor, Materials Management & Elevators**
- Chris Basiorka 312.527.3555

**Supervisor, Housekeeping**
- Terri Falletti 312.527.7720

**Director of Security**
- Jeff Caldwell 312.527.1010
  - 312.446.1818 cell
Details regarding the use of a “Hot Work Permit” can be obtained by calling The Mart Work Control Center at 312.527.6000. Please refer to Guidelines for Caterers section of document.