

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:

Monday – Friday 8:00am-4:00pm

Saturday 6:00am-2:00pm (Security present to allow delivery access, no dock staff present)

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.

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

Supervisor, Materials Management & Elevators

Chris Basiorka 312.527.3555

Supervisor, Housekeeping

Ian Sateikis 312.527.7720

Director of Security

Jeff Caldwell 312.527.1010
312.446.1818 cell


EXHIBIT "D"
HOT WORK PERMIT

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.

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 sprinklers, 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-resistant sheets.</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>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>		<div style="border: 1px solid black; padding: 5px; display: inline-block;">9550311</div>	
<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>			
<p>Permit Expires</p>	<p>Date</p>	<p>Time</p>	<p>a.m.</p> <p>p.m.</p>
<p>Note: Emergency notification on back of form. Use as appropriate for your facility.</p>			
<p>To order additional hot work permits or other FM Global resources, order online 24 hours a day, seven days a week, at www.fmglobalecatalog.com.</p>			
		<p>F2630 (REV. 6/06) Printed in USA (6/06) © 2003-2006 Factory Mutual Insurance Company All rights reserved.</p>	