



610 S. MICHIGAN AVENUE CHICAGO IL 60605  
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WWW.VENUESIX10.COM

## Load In – Information Document: Shipping and Receiving, Building Access, Vendor Load-in/out

### TABLE OF CONTENTS

1. Directions
2. Delivery notes
3. Outbound shipping notes
4. Hours
5. Contact information
6. Storage
7. Building specifications for load-in
8. Equipment or exhibit setup – floors, walls, power, weight loads, labor
9. Food & beverage

#### 1. DIRECTIONS

Venue SIX10 is located at 610 S. Michigan Ave, Chicago IL, 60605 and is accessible via the **Spertus Institute's** dock located at the rear of the building and along the alley between Harrison Street and Balbo Avenue. Please enter the alley from Harrison Street heading south. There is a large grey loading dock door. Please ring the buzzer next to the service door with the Spertus/VenueSIX10 sign. The dock security guard will let you in.

#### 2. DELIVERY NOTES

All deliveries must be pre-arranged with the Events Department. Only scheduled deliveries will be allowed access to the dock. Onsite parking is not available. All deliveries must off-load items in the dock and secure parking off-site. Deliveries to the facility's floors are only allowed with prior approval. Early deliveries or late pickups are subject to additional storage fees. Pre-arranged delivery packages will be stored on site in our Dock Event Storage Room until your event date.

Label packages with ***your Event Name & Event Date. C/O Sales Agent (NAME), 610 S. Michigan Ave. Chicago, IL 60605.***

#### 3. OUTBOUND SHIPPING NOTES

The Facility does not offer outbound shipping services. All packages must be labelled with our "Outbound Event Package" slip along with the clients pre-paid shipping label. The client will be responsible for scheduling the pickup with their preferred carrier during our Standard Dock Hours. Clients with Event Contracts will also be able to schedule a pick up during their standard load in/out times. Please review your shipping needs directly with our Production Department. Our day of Events Team will assist you with moving your items to the Outbound Events Shelf located in the Dock.

#### 4. HOURS

Standard Dock Hours: Monday – Friday 8 AM – 5PM

Standard Venue SIX10 Business Hours: Monday – Friday 9 AM – 5PM

## 5. CONTACT INFORMATION

|                                  |              |
|----------------------------------|--------------|
| Dock Phone                       | 312-322-1767 |
| Front Desk Security              | 312-322-1763 |
| Sheila Cronin, Manager of Events | 312-322-1765 |
| Phil Thompson, Facility Manager  | 312-322-1710 |

## 6. STORAGE

There is limited event storage available. Storage of larger items, including exhibitory or kiosks, must be pre-arranged with Production Department, and receiving items is based on our availability. All event-related items must be removed during the contractual event load-out period. Unless specific arrangements have been made with Venue SIX10 Production Staff. It will be assumed that remaining items are to be discarded if not properly labelled by the client. Additional storage may be available for rent.

## 7. BUILDING SPECIFICATIONS FOR LOAD-IN: Alley Access: 13'6" standard height in alley due to fire escapes on neighbors buildings.

**Loading Dock:** The dock is at ground level (*no lift is available on site*).

Dock Door: 13' Height x 28'Width

Dock can accommodate one 18' straight truck, but are encouraged to off load from the alley and push items in.

***Longer trucks will need to unload in the alley and roll items into the Facility. Clients and vendors are encouraged to bring their own dollies, flatbed carts, ladders, lifts, dock plate and pallet jacks required for moving and installing their items. Venue SIX10 owns limited equipment for off-loading items. Vendors must provide all labor for deliveries.***

**Freight Elevator:** The building's freight elevator is located within the Loading Dock and services all building floors.

**Interior Freight Elevator Dims: 144" H x 178" W x 118" D, Door opening size is: 120"H x 96" W**

**Weight Limit 8,000 lbs.**

### Doorways and Freight access by Floor:

Off-loading from freight on all event floors: Door access, widths, and ceiling heights vary.

**10<sup>th</sup> floor- Gallery 10 & Landmark Room:** Back of House Ceiling height outside of Freight Doors =120" H. Double doors into the event space: 119"H x 95" W. **Gallery Ceiling Height is 16'** but the room has track lighting so the clearance is **14' -6"** to track lights. Flooring Material: Composite Cement. Layout board is recommended for heavy load in.

**9<sup>th</sup> floor Crown Family Great Hall:** Height of Ceiling outside Freight Doors =151". Double doors: 120"H x 96"W to Great Hall. ***(Note 9<sup>th</sup> floor: Freight opens into shared kitchen prep space. This area is crowded during event set-up times, and Double doors open into narrow hallway 51"W at its narrowest point.)*** The hallway leading to Great Hall: 144"H x 51W" W. **Great Hall ceiling height 16'** around perimeter and 14'6"to track lighting fixtures. Center atrium is 36' 10". \* Please note we do not have rigging points in the Atrium. Flooring Material: Composite Cement.

**8<sup>th</sup> floor:** Height of Ceiling outside Freight Doors=120"; Single door access to floor: 107"H x 35"W.

Flooring Material: Composite cement (back of house); Carpeting (main floor).

**7<sup>th</sup> floor:** Height of Ceiling outside Freight Doors=120"; Single door access to floor: 84"H x 36" W.

Flooring Material: Carpeting.

**4<sup>th</sup> floor:** Height of Ceiling outside Freight Doors=120"; Double door access to floor: 107"H x 70"W.

Flooring Material: Carpeting.

**3<sup>rd</sup> floor:** Height of Ceiling outside Freight Doors=120"; double door access to floor: 88" H x 70" W.

\*Main location for lighting lobby and Faceted Wall, w/ access to catwalk over theater.

Flooring Material: Carpeting. Access Panel for 3Phase 208 panel (additional fees apply for using 3Phase power)

**2<sup>nd</sup> floor Theater – Landing:** Height of Ceiling outside Freight Doors=122"; double door to Stage: 107" H x 80" W.

\*Note Stage has wooden floor and must be protected when rolling in heavy cases. Layout board is recommended to prevent damage. Landing ceiling height 11'. Floor to bottom of track lights 10'.

Feinberg Theater Stage Deck to stage ceiling is 30'. There is no lift on site to access stage ceiling lighting.

**2<sup>nd</sup> floor to Landing:** double door to front of house and Landing: 106" H x 74" W. Flooring Material: Carpeting.

**1<sup>st</sup> floor Dock Entrance to Front of House:** Height of Ceiling outside Freight Doors in coat room=119", with an exit sign at 110". Double doors to lobby: 120" H x 92" W. Flooring Material in Lobby: Terrazzo.

## 8. EQUIPMENT AND SETUP

**WHEELS** – No metal wheels or lame wheels that would cause scuffs, scratches or marring.

### FLOORS

- Lobby & atrium staircase: **terrazzo** – care to not scratch by dragging objects, dropping staples, screws or other metal objects. Gaffers tape is acceptable for securing electrical cords.
- Floors 2-8 and 10<sup>th</sup> floor Landmark Room **carpet** – subject to spills, stains. Do not leave staples, screws or other objects. Gaffers tape is acceptable for securing electrical cords.
- Floors 9 & 10, a **fragile epoxy** – extremely vigilant care to not scratch by dragging objects, including boxes, crates, ice bins, cases with lame wheels, etc. Care to not drop metal objects which chip surface. Gaffers tape is acceptable for securing electrical cords. See Power section for additional on electrical.

**WALLS & COLUMNS**– Are flat white. Do not touch with hands, lean self or objects against. May not affix items to walls without prior approval and venue supervision. Gaff tape along wall should not run up wall. Care with cords in reveal where wall meets floor. Easily damaged by cords and other pressures.

**GLASS** - May not affix items to glass without prior approval and venue supervision.

**POWER** - Venue staff will consult with you about power locations, circuits & amps, and balance the overall needs of various vendors. Additional power can be made available by prior arrangement. Additional charges may apply.

**WEIGHT LOADS** – Freight Elevator maximum 8,000 lbs., passenger elevators, 3,500 lbs. Floor loads vary with base level live load of 100 lbs per square foot. Anything more should be vetted with venue staff for weight and floor location.

**LABOR** – Clients hire vendors and vendors provide labor to load in, perform functions during event, and load out. Venue provides building engineer and posts event staff according to internal protocols.

**ELEVATORS** –Event and facility staff will operate freight elevator to facilitate smooth traffic flow among vendors before, during, and after event. Vendors are expected to use back of house elevators unless informed differently on-site the day of the event.

**WATER & LIQUIDS** - Event or facility staff will provide vendors access to water during set ups, and direct vendors where clean liquids may be dumped. There will be no dumping within the building of liquid or ice containing organic matter, plastic, wood, or other debris. Excessive ice may not be dumped within the building. Catering staff may have to remove unused ice from the premises, or in some cases may be allowed by facility staff to dump ice in strategic locations in alley.

## 9. FOOD & BEVERAGE

Food and beverage, other than that served by Venue SIX10's authorized caterers, is not allowed on Event Floors. Vendor meals must be coordinated through Client and Catering Manager. All Catering deliveries must be approved of by Venue.



**Dock Security Office 312.322.1767**

**Normal hours: 8am-5pm M-F, Sat/Sun by arrangement**

**Lobby Security 312.322.1763**

**Event production 9am-5pm M-F:**

- Sheila Cronin, Manager of Events, 312.322.1765
- Phil Thompson, Director of Operations, 312.322.1710

## **Welcome to Venue SIX10 at the Spertus Institute**

**610 South Michigan Avenue, Chicago, IL 60605**

### **VENDOR BUILDING ACCESS**

1. Enter and exit through loading dock service door.
2. Sign-in with dock security and exchange your legal photo ID for a temporary ID card that will allow you to access locked doors and floors designated for your event.
3. Return to dock security at the end of your shift to exchange the access card for your ID.

### **Loading Dock Directions**

Turn south into the alley off Harrison between Wabash and Michigan. The large dock door is gray with horizontal windows. A service door is on the right. Press the intercom button to be buzzed in.

**Discounted Car Parking** is available for \$10 at Grant Park South Garage. The garage is located at 325 S Michigan Avenue with entrances on Michigan between Congress and Jackson. The discount is good for 12 hours with Spertus validation (available in the vestibule). Beyond 12 hours, regular rates apply.

**PLEASE NOTE: Venue SIX10 does not manage this garage.**

**Truck parking** is available at the southwest corner of Harrison and Wabash. We do not have discounted arrangement with this or any other parking lots.

