



# VENDOR GUIDE



[CHEZ-CHICAGO.COM](http://CHEZ-CHICAGO.COM) 312.971.7922



Chez  
247 E. Ontario  
2nd Floor  
Chicago, Illinois 60611

Maricar Perea  
312.971.7922

chez-chicago.com

# VENDOR INFO AND RULES + REGS

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**Alley, Loading Dock + Freight Elevator Access.** No deliveries or load-in allowed thru the front entrance at anytime. The loading dock door and elevator are secured with a FOB during the evening and weekends. Do not force the loading dock door open or stop the door from closing automatically. There is a switch on the top of the door that will keep the door held open during load-in and load-out. Flip the switch to HOLD OPEN to keep open and back to AUTOMATIC when done loading. DO NOT keep switch in the middle...that will lock the door completely. Please do not block elevator door. This will cause it to malfunction and will not be operational. \*Please text or call (630) 965-5913 for assistance.

The alley and loading dock are used by other businesses. You must move your vehicle from the alley as soon as practicable. Unattended trucks are subject to ticketing by City of Chicago police.

**Hallway.** The hallway adjacent to the Chez back door is a fire exit and therefore cannot be used for staging or storage of equipment or personal items belonging to vendor staff. This hallway cannot be used as a waiting area for vendor staff. We ask that staff go to the Chez storage room during the time that they are not required in the event space.

**Ceiling.** Items may not be suspended from ductwork, sprinkler pipes, track lighting, or house drapery. Please only use the eye hooks provided to suspend items from the ceiling. A distribution map detailing approximate eye hook placement is attached. Note that the ceiling at Chez is 17' tall. We ask that vendors supply their own, appropriately sized, ladders or scissor lift.

**Walls + Floors.** No wall-hangings, posters, photographs, or other material may be taped or affixed to any wall or column. Use of duct tape is not permitted at Chez. Gaffer tape may be used on floors as needed. Vinyl decals used on flooring must be approved PRIOR to event.

**Candles.** No real candles allowed on staircase. Uncontained candles are not permitted at Chez.

**Garbage Disposal.** All trash must be placed in securely-fastened industrial-strength garbage bags. Each vendor company is responsible for removal of trash generated by its team while at Chez. There will be a **\$250 dumpster fee** due immediately from the client, caterer, or vendor that throws any garbage in the dumpsters in the loading dock area and an **additional \$225 cleaning fee** if venue is not returned clean. \*There are security cameras in these areas and will be charged accordingly\*

**WiFi.** Chez Guest – Password: yourevent



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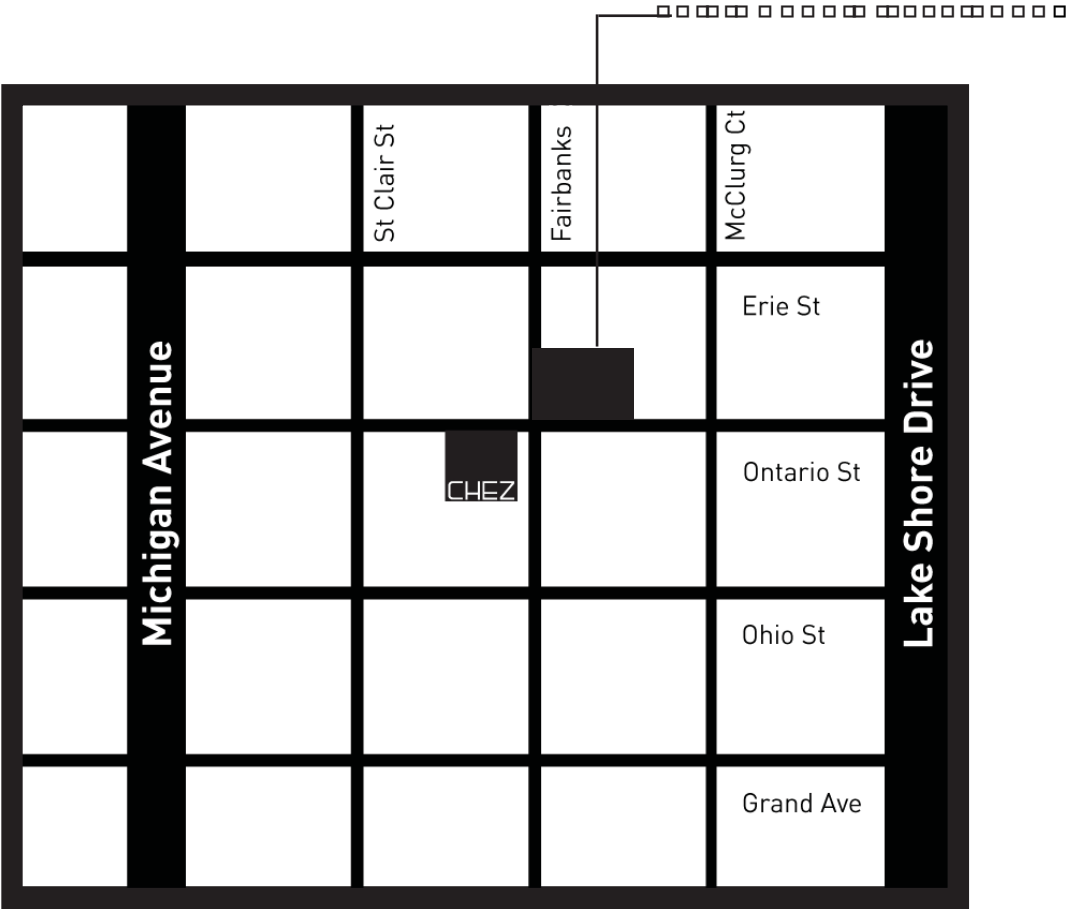
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# PARKING

Discounted parking vouchers are available for vendors who park at Erie Ontario Self Park, located just east of Chez at 330 E. Ontario Street. Although the garage is large, please note that it has a limited number of spots and cannot accommodate over-sized vehicles. The vouchers, available via Chez’s onsite facilities liaison, enable vendors to park for up to 12 hours for a fee of \$16.\*

The vertical clearance height for the Erie Ontario Self Park garage is 6’10”.

To use a discounted parking voucher, vendors stop at a self-payment machine before returning to their vehicles. Vendors must first insert the ticket pulled upon entry to the garage, and then insert the discounted parking voucher. The payment machine will then discount the parking fee to \$16\*, which the vendor pays by credit card.



*\*Discounted rate available at Erie Ontario Self Park with parking discount voucher only. Rate subject to change. Chez does not guarantee availability of parking.*



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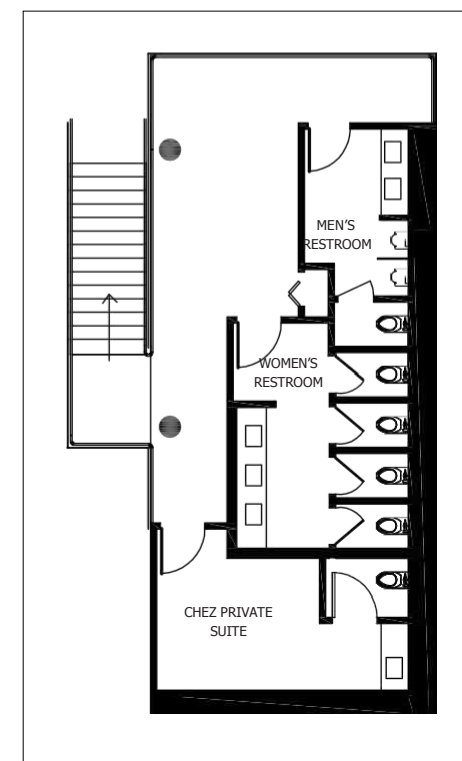
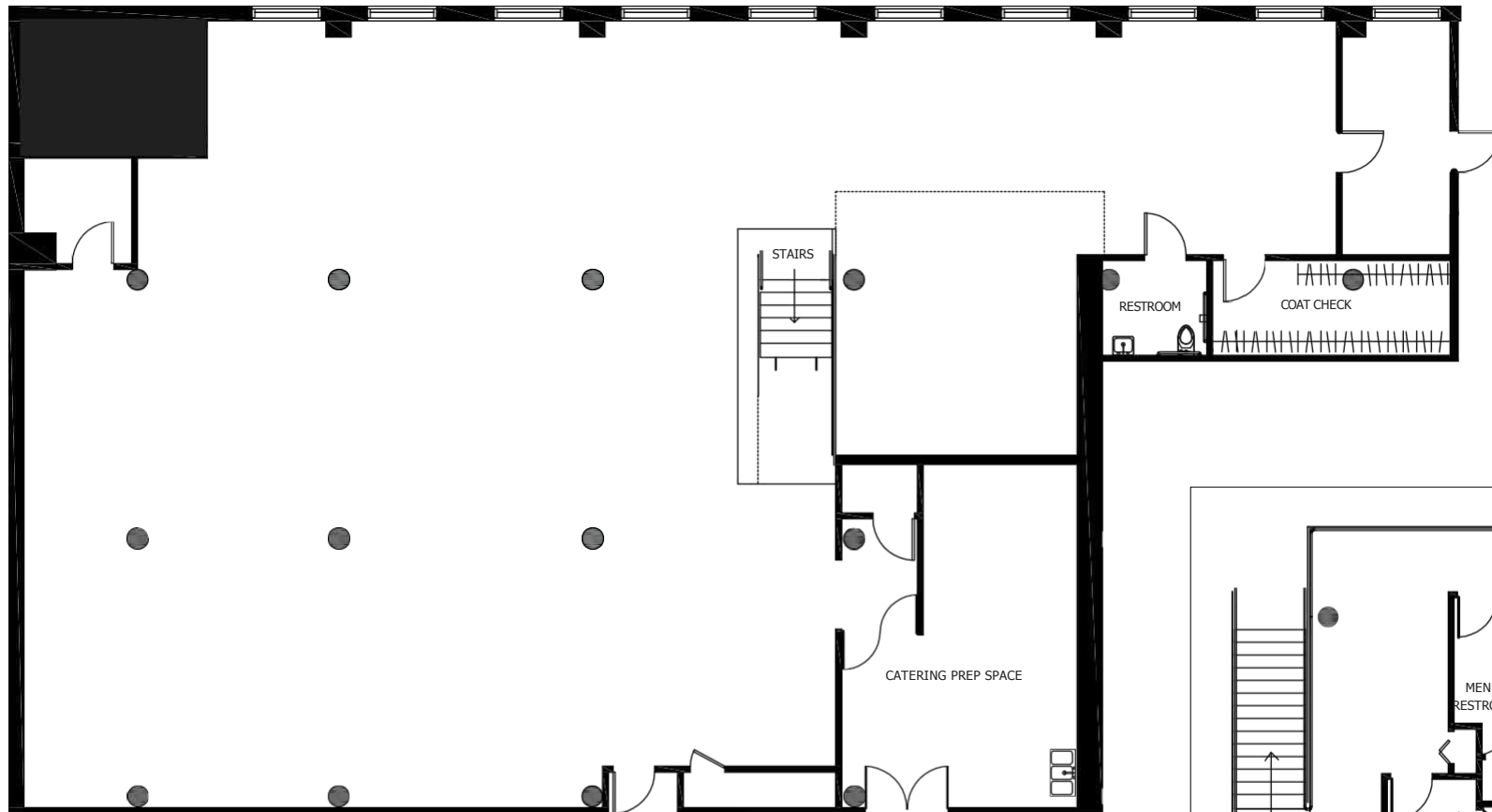
# LOADING DOCK + BACK OF HOUSE DIMENSIONS

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Doorway - 44" W x 80" H  
Ramp Width - 46"  
Ramp Length - 15'  
Shortest floor-to-ceiling dimension at top of ramp - 91"

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Doorway - 4'5" W x 8' H  
Cab Interior - 8'3" W x 4'-4" D x 10' H

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Hallway - 58" W  
Vendor Entrance - 71" W x 80" H  
*Detailed Back of House dimensions are available on request.*



MEZZANINE

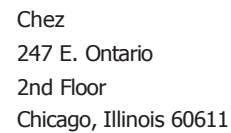
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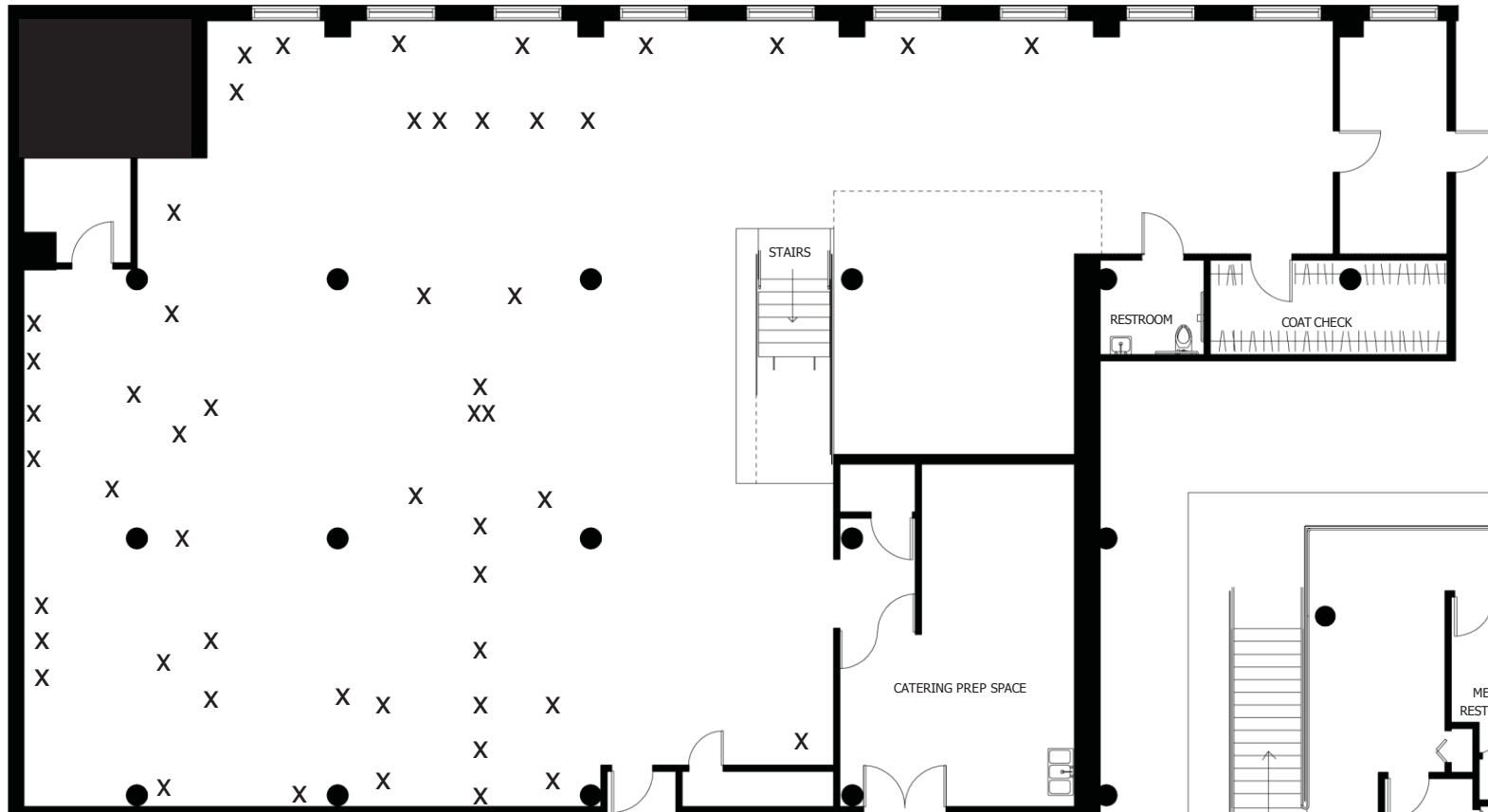
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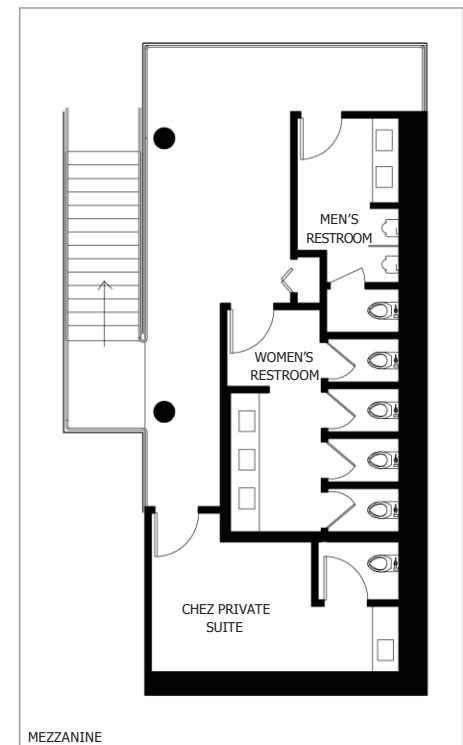
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Each 'X' identifies the approximate position of each eye hook in the ceiling at Chez. It is advised that vendors visit Chez to verify exact placement in advance of any event that will require the use of eye hooks.



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