





# Vendor Regulations

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Building Management Office at 312-202-3800
- A vendor will be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.
- Vendors requiring more frequent access may be authorized by the tenant to receive a building access badge.
- Tenants' outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has made previous arrangements with the Building Management Office.
- Vendors may not solicit work from other tenants in the building or access any other floor other than that of the authorizing tenant.
- All vendors must be union if the trade is represented by a union in the City of Chicago.

Vendors are required to provide a Certificate of Insurance in compliance with the building's requirements. For a copy of the COI requirements, please email [annie.nazzaro@jll.com](mailto:annie.nazzaro@jll.com).

Please mail the original copy to:

**Jones Lang LaSalle Americas (Illinois), LP**  
**300 East Randolph**  
**14th Floor**  
**Chicago, IL 60601-5099**

If you have any questions regarding the above requirements, please call the Building Management Office at 312-202-3800.