LUX GALA 2026 I VENDOR INFORMATION

VENUE: THE OLD POST OFFICE

LOAD-IN DATE: NOVEMBER 6-7 I EVENT DATE: NOVEMBER 7 I LOAD OUT: NIGHT OF 11/7

ADDRESS: 433 W. Van Buren St., Chicago, IL 60607

PRODUCTION POINT OF CONTACT:

EMILY DAHLQUIST 763-257-2006, EMILY@THESUPERPRODUCERS.LIVE

***PLEASE TEXT EMILY WHEN YOU ARE 30 MINUTES OUT FROM ARRIVAL.*

LOAD IN SCHEDULE

****TO REQUEST CHANGES, PLEASE EMAIL OR TEXT EMILY DAHLQUIST ASAP***

LOAD-IN: Friday, November 6th, 2026		
LOWER LEVEL DOCK - VAN BUREN		
2:00 PM	APPROX.	SUNBELT RENTALS
5:00 PM		AXIS AV
5:00 PM	MAY BE LATER	QUEST / DRAPE KINGS
7:00 PM	APPROX.	AMJSE
UPPER LEVEL DOCK - HARRISON STREET		
5:00 PM		DAHLQUIST PRODUCTIONS
5:00 PM		DAHLQUIST PRODUCTIONS
5:00 PM		DAHLQUIST PRODUCTIONS
5:00 PM		DPDJ
5:00 PM	APPROX	QUEST / DRAPE KINGS
5:00 PM		AMJSE
LOAD-IN: Saturday, November 7th, 2026		
LOWER LEVEL DOCK - VAN BUREN		
6:00 AM		HALLS RENTALS
2:00 PM		LIMELIGHT CATERING
3:00 PM		DAHLQUIST PRODUCTIONS
UPPER LEVEL DOCK - HARRISON STREET		
6:00 AM		HALLS RENTALS
9:00 AM	APPROX	QUEST / DRAPE KINGS
10:00 AM	APPROX	AMJSE - UPPER LEVEL ITEMS
12:00 PM		IMPLEVENTS
12:00 PM		DAHLQUIST PRODUCTIONS
2:00 PM		LIMELIGHT CATERING
2:00 PM		ACTORS GYM
***		*TALENT WILL BE USING PARKING GARAGE*

LOWER LEVEL LOADING DOCK (ENTER FROM VAN BUREN)

433 W. Van Buren St., Chicago, IL 60607

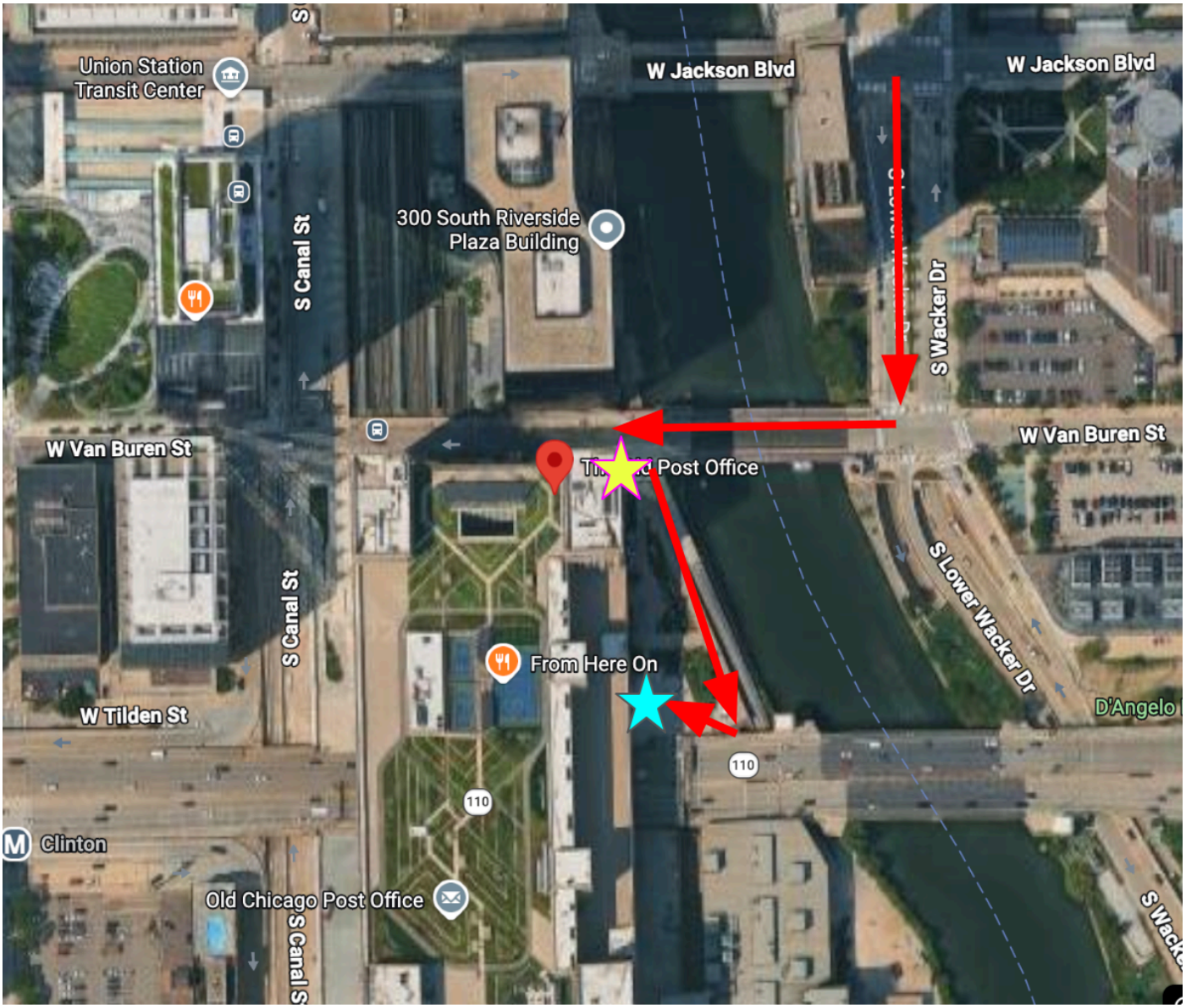
*ANY ITEMS BEING DELIVERED TO THE **LOWER LEVEL, COCKTAIL HOUR, DINNER ROOM, GRAND HALL, OR HISTORIC LOBBY** MUST LOAD IN VIA THE VAN BUREN STREET LOADING DOCKS.*

** GO WEST ON VAN BUREN, STOP AT THE YELLOW STAR (THIS IS THE GATE TO GET INTO THE OLD POST OFFICE'S LOADING DOCK DRIVEWAY.*

** ONCE YOU GET TO THE END OF THE DRIVEWAY THERE MAY BE ANOTHER GATE, CALL EMILY IF IT IS LOCKED.*

**ONCE YOU GET THROUGH YOU WILL SEE THE LOADING DOCKS WHERE THE AQUA STAR IS.*

****YOU CANNOT LEAVE TRUCKS PARKED AFTER UNLOADING, PLEASE FIND OFF-SITE PARKING, SOME SUGGESTIONS INCLUDED BELOW.*



*** HERE IS THE FIRST YELLOW STAR GATE. YOU WILL ENTER INTO THE RIGHT HAND GATE, MAY NEED TO RING THE BUZZER AND SAY YOU ARE WITH THE MERCY HOME EVENT FOR LUX GALA.**



***** SEE NEXT PAGE FOR UPPER LEVEL LOADING DOCK *****

UPPER LEVEL LOADING DOCK (ENTER FROM HARRISON STREET)

404 W Van Buren St, Chicago, IL 60606

*ANY ITEMS BEING DELIVERED TO THE **UPPER LEVEL**, **AFTER PARTY, DREAM EMPORIUM, AND CASINO,** MUST LOAD-IN VIA THE HARRISON STREET LOADING DOCK **OR THE PARKING GARAGE FOR NON-COMMERCIAL VEHICLES.***

* GO EAST DOWN HARRISON FROM CANAL STREET OR THE WEST LOOP,

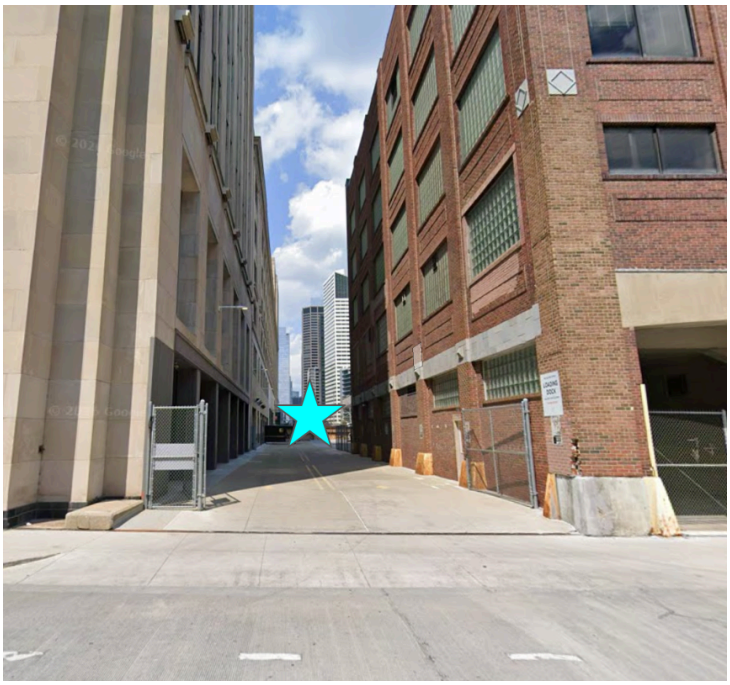
* ONCE YOU PASS CANAL STREET KEEP GOING AND YOU WILL SEE THE PARKING GARAGE ON THE LEFT. **TAKE YOUR NEXT LEFT AT THE YELLOW ARROW DOWN WHAT LOOKS LIKE AN ALLEY. YOU WILL FIND THE LOADING DOCKS THERE AT THE AQUA STAR.**

****YOU CANNOT LEAVE TRUCKS PARKED AFTER UNLOADING, PLEASE FIND OFF-SITE PARKING, SOME SUGGESTIONS INCLUDED BELOW.*



VIEW DRIVING ON HARRISON WHERE YOU TAKE A LEFT (YELLOW STAR) TO GET TO THE LOADING DOCKS (AQUA STAR).





LOAD-OUT

UPPER LEVEL LOADING DOCK (ENTER FROM HARRISON STREET)

*ANY ITEMS BEING PICKED-UP FROM THE **UPPER LEVEL**, **AFTER PARTY, DREAM EMPORIUM, AND CASINO,** MUST LOAD-OUT VIA THE HARRISON STREET LOADING DOCK **OR THE PARKING GARAGE FOR NON-COMMERCIAL VEHICLES.***

LOWER LEVEL LOADING DOCK (ENTER FROM VAN BUREN)

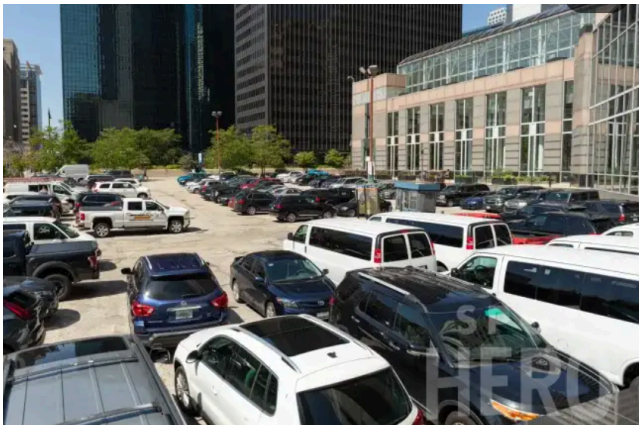
*ANY ITEMS BEING PICKED-UP FROM THE **LOWER LEVEL, COCKTAIL HOUR, DINNER ROOM, GRAND HALL, OR HISTORIC LOBBY** MUST LOAD-OUT VIA THE VAN BUREN STREET LOADING DOCKS.*

LOAD-OUT: Saturday, November 7th, 2026				
LOWER LEVEL DOCK - VAN BUREN				
8:30 PM		AXIS AV	BEGIN TEAR DOWN IN DINNER ROOM AT 9:30PM, THEN COCKTAIL	
9:00 PM		DRAPE KINGS / QUEST EVENTS	BEGIN IN DINNER	
10:00 PM		HALLS RENTALS	BEGIN IN DINNER	
11:00 PM		AMJSE	BEGIN IN COCKTAIL PARTY	
***	8:00 AM	SUNBELT PICK-UP ON MONDAY 11/9	PARKED OUTSIDE OF LOWER LEVEL LOADING DOCK	
UPPER LEVEL DOCK - HARRISON STREET				
11:30 PM		DPDJ		
12:00 AM		LIMELIGHT		
12:30 AM		AMJSE		
12:30 AM		DRAPE KINGS / QUEST EVENTS		
12:30 AM		ACTORS GYM		
1:00 AM		DAHLQUIST PRODUCTIONS		
1:00 AM		IMPLEVENTS		
1:30 AM		HALLS RENTAL		

OFF SITE TRUCK / LARGER VEHICLE PARKING

2 options below, please call / reserve in advance.

- **Reserve parking at 322 W Van Buren St. (321 S Wacker Dr.) - Van Buren Riverwalk Parking Lot**
  - https://spothero.com/facility/137916/321-s-wacker-dr-2-parking
- **Reserve parking at 400 S Franklin St.**
  - https://spothero.com/facility/770/400-s-franklin-st-parking





PARKING GARAGE AT THE OLD POST OFFICE

404 W Harrison St, Chicago, IL 60607

***MOST TALENT AND LATE NIGHT AFTER PARTY VENDORS WILL COME THROUGH THIS PARKING GARAGE**

https://abmparking.com/facilities/the-old-post-office-garage/





EVENT SCHEDULE

3PM - SHOW READY, CLIENT REHEARSAL IN DINNER

5PM - DOORS OPEN

5PM - VIP COCKTAIL (LOWER LEVEL)

6PM - COCKTAIL HOUR CONTINUES

6:40PM - GUESTS BEGIN TAKING SEATS IN DINNING ROOM

7PM-9PM - DINNER (LOWER LEVEL)

9PM-12AM - AFTER PARTY ON UPPER LEVEL

9:30PM - BEGIN DINNER ROOM STRIKE

10:30PM - BEGIN COCKTAIL ROOM STRIKE

12:15AM - BEGIN UPPER LEVEL STRIKE

***** SEE NEXT MORE ON NEXT PAGE *****

VENUE'S VENDOR CODE OF CONDUCT

The following Building Staff and/or positions are either directly hired by the Agent, Jones Lang LaSalle Americas (Illinois), L.P., or are hired as a 3rd party contractor and/or operator by the Agent. They are all identified in this Vendor Code of Conduct as Representatives of the Old Post Office:

- Building Event Manager
- Security Command Center (SCC)
- Dock Manager
- Security

Vendors are expected to follow and adhere to the Vendor Code of Conduct in this Exhibit C, as well as Rules and Regulations as noted in Exhibit B. Any and all requests made by a Representative of the Old Post Office must be followed.

LOAD-IN AND LOAD-OUT POLICY

Load-in and load-out through the main entrance of The Old Post Office is not permitted without written consent from Dahlquist Productions. Loading in and loading out of the dock is a standard procedure. The dock entrances are located on Harrison St and Van Buren St. The Dock Manager will give you directions on where and how to park your vehicle. Vehicles must be turned off while parked at the dock. All instructions given by the Dock Manager must be followed.

Semi-trucks and trailers are not permitted at The Old Post Office. All trucks must be removed from loading dock bays after unloading/loading. Parking for said vehicles is the sole responsibility of the vendor. Trucks will not be permitted in the loading dock without an approved Certificate of Insurance (COI) on file. Approved COIs must be on file (7) days before set load-in time.

Personal vehicles are not permitted in the loading dock areas unless approved by Emily or the venue. Sprinter vans may be permitted with written consent from the Building Event Manager.

All event-related items must be removed from the premises at the time of load-out, unless vendor receives written consent from the Building Event Manager with explicit storage instructions. The Old Post Office and Dahlquist Productions are not responsible for items left behind, loss of personal property, loss of goods, merchandise, and other articles of value.

Vendors and their employees and contractors are required to follow all instructions from The Old Post Office security team at all times. Failure to comply with security directives may result in removal from the property.

FIRST FLOOR LOAD-IN INSTRUCTIONS

- Vendors accessing the 1st floor must load in via the Van Buren Street Dock, accessing from the NE corner of the property
- Driver must ring the dock intercom upon arrival to contact the Security Command Center.
- Security Command Center grants access to the NE Plaza Dock after confirming vendor schedule and Insurance.
- Vendors must comply with the No Idling Policy; vehicles need to be turned off.
- Bay doors must remain closed when not actively unloading
- Vendors may back into bay to unload (sprinter vans may use ramp).
- Once the truck is parked and turned off, driver must exit vehicle to check in with Security or Building Event Manager.
- All Vendor staff must check in with the Building Event Manager, Dock Manager or vendor management to receive proper credentials for building access during event time.
- Security will monitor and/or escort vendors from the dock to the designated event space during setup.
- Vendor must stage equipment appropriately as to not prop open any exterior and/or interior doors for longer than a few minutes when actively loading through. Building Representatives reserve the right to determine and instruct how to properly move and stage equipment as they see fit.

SECOND FLOOR LOAD-IN INSTRUCTIONS

- Vendors accessing the 2nd Floor must load in via the Harrison Street Dock, accessing from the SE corner of the property
- Vendors arrive at the Harrison Street Dock and utilize the designated reserved bay (Bay 4) as the primary dock-height bay.
- Vendors must comply with the No Idling Policy; vehicles need to be turned off.
- Bay doors must remain closed when not actively unloading.
- Once the truck is parked and turned off, driver must exit vehicle to check in with Dock Security.
- Authorized vendors will be issued a temporary access card, as needed, for turnstile access and/or 2nd Floor area. Access cards will be issued with a valid driver's license or issued State ID.
- All Vendor staff must check in with Building Event manager, Dock Manager or vendor management to receive proper credentials for building access during event time
- Security will monitor and/or escort vendors from Car 10 or 11 to the designated event space during setup.

- Vendor must stage equipment appropriately as to not prop open any exterior and/or interior doors for longer than a few minutes when actively loading through. Building Representatives reserve the right to determine and instruct how to properly move and stage equipment as they see fit.

Note: If vendors arrive at the Van Buren Dock intending to access the 2nd Floor, the Security Command Center will redirect all such vendors to the Harrison Street Dock to ensure proper access control and adherence to load-in procedures.

CAR #	FREIGHT ELEVATOR DIMENSIONS
Car 10	10,000 lbs. weight capacity Door opening: 5’ wide x 7’ tall Car Depth: 15’8” Height of car: 8’
Car 11	10,000 lbs. weight capacity Door Opening: 6’6” wide x 8’ tall Car Depth: 17’ 3” Height of Car: 8’5”

VENDOR PARKING

Parking is the responsibility of the vendor. The venue does not provide vendor parking. There is a daily-rate garage onsite that vendors and guests may use on a first-come first-served basis. Street parking and other parking options may be found online. Parking arrangements must be coordinated and/or paid for by the client in advance to the date of the event. The Old Post Office does not provide paid parking for vendors or guests.

No vehicles larger than a sprinter van with a max height of 10 ft. will be permitted in the parking garage. Sprinter vehicles who meet the sizing requirements must enter the garage via Harrison Street and proceed down to the 1st level of the parking garage. No parking is permitted on the 2nd level of the parking garage for Sprinter sized vehicles.

Note – The parking garage entrance will bring entering vehicles up to the 2nd level. When you exit the parking garage exit through the Historic Lobby doors and you will be on the upper level where after party is. To get to lower level take the escalators down that is where cocktail hour and dinner is.

GENERAL INFORMATION AND POLICIES

- Vendors must provide an on-site contact sheet with a list of all staff members that are expected to be on-site for event set-up and strike. Included on the contact sheet is a primary and secondary contact with email and phone number.
- Alcohol or narcotic usage by vendors is strictly prohibited while working onsite. Smoking is prohibited on property, including outdoors while on property grounds.
- No weapons of any kind are permitted in or around The Old Post Office.
- Equipment and items may not be left on-site after load-out.
- For Emergencies, 911 should be dialed. Any emergencies should then be reported to security **immediately** after 911 has been called. The building's Security Command Center can be reached at 312-548-7545.

VENUE CARE AND RESTRICTIONS

- Masonite must be used when loading in and loading out on the tile floor as directed by the Building Event Manager. Masonite must lay flat over the tile and be taped at the joints using gaffer's tape. The Old Post Office may have Masonite available to supplement a vendor's own supply. Vendor is responsible for coordinating any additional supply needs with the Building Event Manager in advance. Any Masonite utilized from the building must be returned at the conclusion of the Event. Masonite sheets not returned will be assessed a $50 fee per piece to applicable Vendor.
- Casters must be non-marking, rubberized or soft polyurethane wheels. No rigid and/or industrial plastic-based casters will be permitted.
- No individual case or cart should exceed 300 lbs. on the marble tile. Should any item(s) and/or equipment exceed the allowable weight, Masonite must be put flat across the desired path and taped together to move such item(s). Planning must be done with the Building Event Manager prior to.
- Any carts taller than vendor staff must be pulled and not pushed.
- Baseplate (for pipe and drape) carts are **not** permitted on the tile floors and must remain on the building's concrete floors.
- Pipe (pipe and drape) must be secured in the proper carrying case(s) and is not permitted to be loosely riding on top of any other case(s).
- Any and all equipment must be picked up to be moved across the floor. No dropping or dragging of equipment across the floor will be permitted. Any vendor found handling equipment in such a way will be subject to fines based on extent of damage caused. The Building Event Manager will assess the damage accordingly.
- Whether staying for an event or simply unloading, please consider tenants and guests are always present in the building. Any representative from your company must prioritize the safety of tenants and guests while remaining professional at all times.

- Venue flooring/carpets, walls and doors are to be protected during load-in and load-out. Any damage to the venue is the responsibility of the vendor and will be documented at the time of occurrence, or during the post-event walk through, by an onsite Building Event Manager or Representative of The Old Post Office building team. Any damage to the venue or venue's property will result in additional charges. Damage will be assessed a 20% administrative fee on top of cost to cure, including discovery. The Old Post Office reserves the right to cure damage with its own providers.
- Vendor will be held responsible for damages incurred by reason of actions of its patrons or employees, agents, servants, invitees, contractors and subcontractors. Any accidents, unlawful acts or violations of the Rules and Regulations and/or the Vendor Code of Conduct must be reported immediately to their Supervisors, Building Event Manager and Security.
- Vendors may not enter and/or use any equipment associated with the on-site Food Hall. Any vendor found to be utilizing this area will be charged a minimum of $1,000 for EACH violation. Additional fees may be assessed depending on condition and/or missing items reported.
- Vendor may not enter and/or use any back-of-house building areas without previous approval from the Building Event Manager
- The Old Post Office prohibits helium balloons, glitter, confetti, rice, birdseed, petals, bubbles, the use of tape, nails, or hooks to hang signage or décor.
- All cables must be taped down with gaffer's tape only - duct tape is not permitted. Mats, rugs, or floor cable protectors are required to cover exposed cables. Any cables crossing over a primary entrance, exit or pathway must use cable protectors.

By receiving this document and executing your services on 11/6-8, you agree that you have read and understand the Vendor Rules, Policies and Code of Conduct.