



RE: **Official Protocol for Merchandise Mart Tenants and Media**

As a tenant of theMART, please observe the updated protocol for granting reporters, photographers and other active members of the media access onto theMART property.

Tenants must abide by the following when inviting any reporters, videographers or photographers into their space through theMART:

- All requests must be presented in advance to theMART's public relations agency, Murphy Knott Public Relations, Inc., so they can work with you and theMART's Security to ensure smooth entry and exit on and off the property.
- Contact: Lynda@murphyknott.com; 312-867-9177.
- All media's reporting activities must be contained within the tenant's leased space and may not extend into the corridors, hallways or common areas.
- Upon arrival, tenant must escort media guest from Security check-in to tenant's space.
- Upon departure, tenant must escort media guest from tenant's space to the exit.
- No exceptions.
- No waiver is required for this activity when all reporting is confined to the tenants' space.

Any filming and/or reporting in common areas requires prior approval, which may be approved or denied in our sole discretion, and a waiver prior to granting access. Please work with Murphy Knott to obtain approval and the waiver in advance of the scheduled appointment with the media.

Such common areas include:

- Exterior perimeter, including, but not limited to, private driveways, loading dock and parking lots
- Lobby and reception area
- Food Hall
- The Grand Stair
- Corridors on first and second floor.
- No filming in common areas is allowed above the second floor.

Protocols for press access to common areas also extends to any trade shows/events.

If you have any questions regarding this policy, please contact: propertymanager@themart.com

Thank you for your cooperation as we endeavor to keep our building safe and secure for all our tenants and guests.