

PICKUP & DELIVERY PROCEDURES

- Building contact is Security at 100150security@lpc.com.
- All pickups/deliveries must be scheduled in advance with building contact. **Notice of cancellation MUST be received at least 24 hours in advance to avoid being billed for before/after hour reservations**
- Vendors are required to submit a Certificate of Insurance to the Office of the Building in accordance with the building Vendor Certificate of Insurance requirements. Submit COI to Georgia Voulgaris at GVoulgaris@LPC.com.
- No pallet jacks are allowed off the dock platform after 6:30 am during the week.

● Dock dimensions: (North to South)	<u>100 Building (H x W x L)</u>		<u>150 Building (H x W x L)</u>	
	Bay 1	13' x 12' x 24'	12' x 20' x 24'	
	Bay 2	12' 10" x 18' x 24'	11' 7" x 19' 9" x 24'	
	Bay 3	12' x 12' x 24'	12' x 19' 9" x 24'	
		24' long from overhead door to platform	24' long from overhead door to platform	
	Platform Height 3' 8"		Platform Height 3' 8"	

● **Freight Elevator dimensions:**

	<u>100 Building</u>	<u>Low-rise 150 Building</u>	<u>High-rise 150 Building</u>
Width	42" x 7'	42" x 7' 4"	42" x 7' 6"
Height	8' 6" (back 24" is 11' 9" high)	9' 4"	9' 4" (back 24" is 11' 4" high)
Depth	5' 5"	5' 2"	5' 2"

Extra-long pieces not able to fit in the elevator may have to go on top of elevator cab. **Five-day notice is required. NO EXCEPTIONS. Freight capacity is 3500 lbs.**

DOCK ACCESS

- All pickups/deliveries of smaller items* requiring up to ½ hour of dock and/or elevator use may be made during regular dock hours (6:30 a.m. - 2:30 p.m. for 100 S. Wacker and 150 S. Wacker Monday-Friday) at no charge. The use of the freight elevator is nonexclusive.
- All pickups/deliveries of smaller items* requiring more than ½ hour up to 2 hours of dock and/or elevator use may be made between 12:30 p.m. to 2:30 p.m. for 100 S. Wacker and 150 S. Wacker Monday through Friday. These deliveries MUST be scheduled in advance on a first come, first service basis through Security at 100150security@lpc.com or call 312-641-3411. The use of the freight elevator is nonexclusive and the delivery trucks must be off the dock by reservation end time. All packing materials (i.e., boxes, plastic wrap) should be removed by the delivery company. There will be a charge to the tenant for any debris left on the dock.
- All pickups/deliveries requiring dock and/or elevator usage for large items and/or longer than 2 hours MUST be scheduled through 100150security@lpc.com or call 312-641-3411 at least five days in advance. These pickups/deliveries are allowed between 5:00 p.m. - 10:00 p.m. Monday through Friday and between 7:00 am – 5:00 pm Saturday and Sunday. All packing materials (i.e., boxes, plastic wrap) should be removed by the delivery company. There will be a charge to the tenant for any debris left on the dock. **Notice of cancellation MUST be received at least 24 hours in advance to avoid the tenant being billed.**
- Early morning pickups/deliveries are between 4:00 a.m. – 6:30 a.m. These can be scheduled at least 24 hours in advance. All packing materials (i.e., boxes, plastic wrap) should be removed by the delivery company. There will be a charge to the tenant for any debris left on the dock. **Notice of cancellation MUST be received at least 24 hours in advance to avoid the tenant being billed.**

*Items that take two people to load or require the elevator to be shut off are not allowed during this time period. *

Please read the information above and indicate your understanding of the procedures by signing below:

By: _____
 Company: _____
 Dated: _____