

DELIVERY AND LOADING DOCK REQUIREMENTS

1. All deliveries, including those made by messenger services, must be made through the loading dock. The maximum size for a truck entering the dock is 28'1 x 14'h.
2. Deliveries requiring 15 minutes of dock time or less are accepted (but dock times cannot be reserved) between 8:00 a.m. and 5:00 p.m., Mondays through Fridays except holidays. Deliveries requiring more than 15 minutes of dock time must be scheduled for before or after these hours.
3. All vendors must have a valid and approved Certificate of Insurance on file with building management (Hines) in advance of the desired delivery date. Note that FedEx and UPS currently have approved Certificates of Insurance on file.
4. Insurance requirements are as follows:
 - Commercial General Liability: \$1,000,000 combined single limit bodily & property damage per occurrence
 - Auto Liability: \$1,000,000 combined single limit bodily & property damage per occurrence
 - Employer's Liability: \$1,000,000 per occurrence
 - Workers Comp: Statutory Amount
5. Certificate holder: Hines Interests Limited Partnership
6. The following **MUST** be listed as additional insured:

South Dearborn LLC
Wachovia Bank
Hines Interests Limited Partnership
Sidley Austin LLP
7. The certificate must be e-mailed or faxed to the Property Management Company (Hines):

Sadie Rothstein
sadie.rothstein@hines.com
Phone: 312-386-8304
Fax: 312-386-8398
8. All deliveries must be scheduled as **INSIDE DELIVERY** to the floor location specified on Sidley's Purchase Order.
9. All deliveries must be scheduled at least one business day in advance of the desired delivery date. Deliveries must be scheduled through the Sidley Facilities Department by calling 312-456-5400, between 8:30 a.m. and 5:30 p.m., Mondays through Fridays except holidays. Deliveries cannot be scheduled until a Certificate of Insurance has been submitted and approved by Hines as outlined above.
10. When making a delivery, vendors must obtain a keycard for freight elevator access from the loading dock office.
11. Exception to requirements above: delivery of single packages weighing less than 20 pounds need not be scheduled and will be accepted in the loading dock between 7:00 a.m. and 6:00 p.m., Mondays through Fridays except holidays. Vendors making single package deliveries will not be allowed to park in the loading dock and must deliver their packages to dock personnel. Certificates of Insurance are not required for deliveries described in this paragraph.
12. Additional information: freight elevator cab dimensions: 5'-8"w x 7'-11"d x 12'-0"h; door dimensions: 4'-0"w x 8'- 9"h opening at floors 1-3 and 7-39, 4'-0"w x 7'-6"h opening at floors 4-6; weight capacity: 4,500 lbs. at 500 fpm.