



MATTER

EVENT GUIDE

# About us

MATTER's event space facilitates our mission to equip, empower and embolden innovators in healthcare technology. We host events for members, partners, and third-party organizations. Our space is used for panels, presentations, workshops, receptions, networking, hackathons, and off-site company meetings.

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## LOCATION

Merchandise Mart  
222 Merchandise Mart Plz Ste 1230  
Chicago, IL 60654

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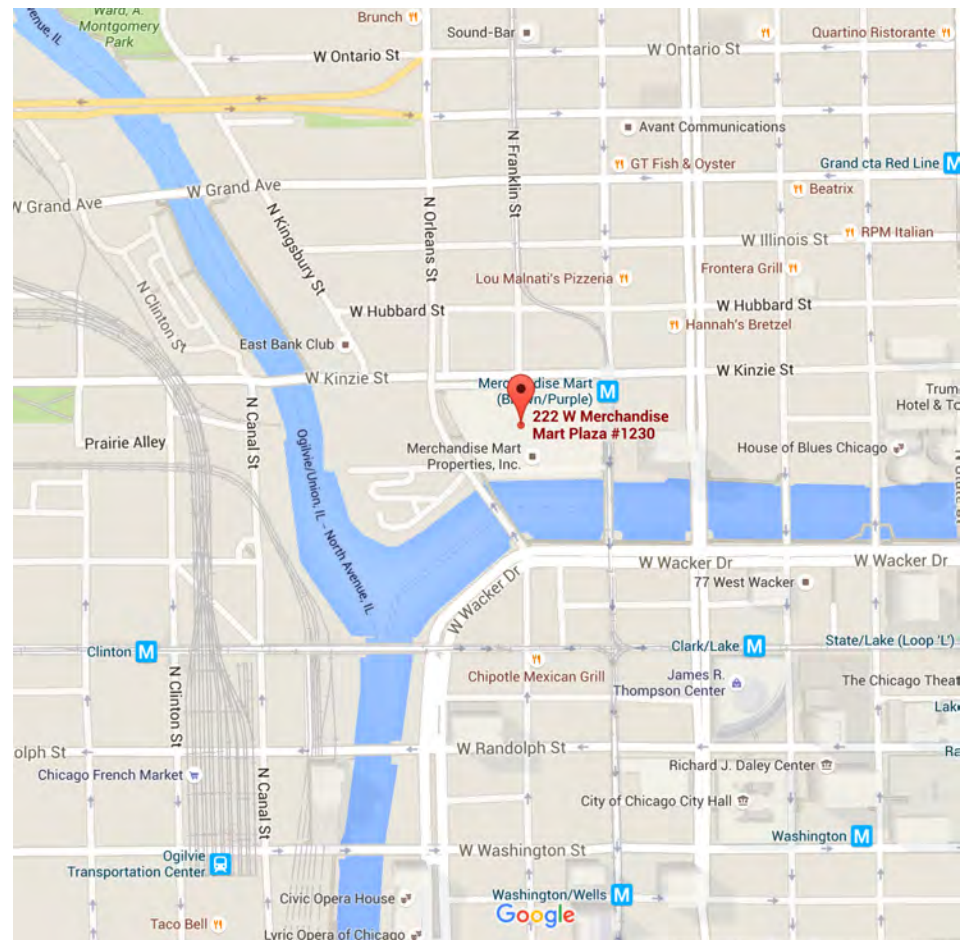
## HOURS OF OPERATION

Monday through Friday  
8:30am - 5:30pm

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## WEEKLY TOURS

We give tours on Tuesdays at 4:30pm and Thursdays at 9:30am. Email us at [events@matterchicago.com](mailto:events@matterchicago.com) to book a tour.

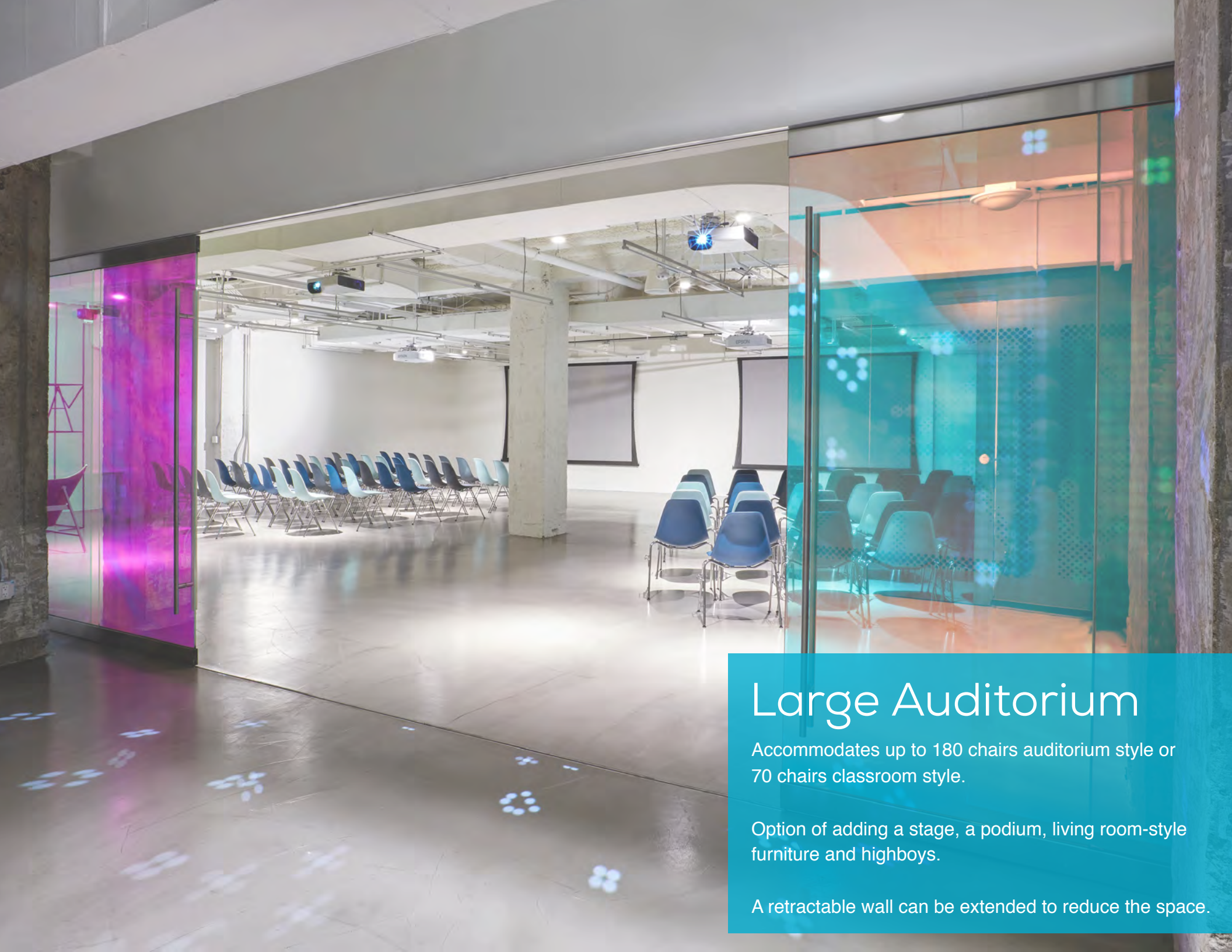






We're here to build heroic  
new businesses to  
improve people's lives.  
To inspire change.  
To embrace experimentation.  
To do something that matters.





# Large Auditorium

Accommodates up to 180 chairs auditorium style or 70 chairs classroom style.

Option of adding a stage, a podium, living room-style furniture and highboys.

A retractable wall can be extended to reduce the space.





## Small Auditorium

Accommodates up to 30 chairs auditorium style or 20 chairs conference or classroom style.

May be used as staging area for catering during large events.

A retractable wall can be extended to increase the space.





## Classroom

Accommodates up to 50 chairs auditorium style or 25 chairs conference or classroom style.

Recommended for small events, workshops, or meetings.

# FAQ

## Frequently Asked Questions

As you prepare to host your event at MATTER, you may find yourself with a range of questions. We have prepared a series of FAQs that should help you throughout this process.

### **How far in advance should the event space be reserved?**

Requests for space must be made with a minimum of 2 weeks notice. Availability of space will vary.

### **Does MATTER provide tables and chairs, AV equipment, set-up assistance, etc.?**

Depending on the event type and size, MATTER will provide the appropriate equipment and set-up assistance.

### **What are the AV capabilities?**

MATTER is fully equipped with full-range AV technology to stream from your computer, our cable system, or your own Spotify account. MATTER will help you define your AV needs and will provide an HDMI cable and clicker for your presentations. The Large Auditorium is equipped with two full-sized screens and the Small Auditorium and Classroom are equipped with one-fill sized screen. We recommend presentations be done in a wide-screen format (16:9 or 16:10)

### **Do not-for-profit organizations receive a discount?**

Yes. Not-for-profit organizations receive a discount on rental fees. We also enjoy working with groups whose mission aligns with ours.

# FAQ

## Frequently Asked Questions

### **How is MATTER accessed via public transit?**

MATTER is directly serviced by Brown and Purple line “EL” trains, which connect to lines that service O’Hare and Midway. Ogilvie and Union Transportation Stations and CTA bus stops (22, 37, 125, 134, 135, 136, or 156) are also within walking distance.

### **Will parking be made available?**

The Mart offers validated parking for the 210 N. Wells Street Lot to \$14.00. In addition, there are two Mart-specific lots nearby: Mart Parc wells & Mart Parc Orleans. Metered parking is also an option along Kinzie Ave. Please be advised parking in either of the Mart’s access drives will result in your vehicle being towed or ticketed.

### **Can our caterer receive access to The Marts loading dock?**

Yes, the Mart is well equipped to help you reach the MATTER space with your catering needs. Please contact the Merchandise Mart Dock & Operations office at (312) 527-7759 regarding extended catering and equipment delivery. the loading dock is available Monday through Friday between the hours of 8:00am and 4:00pm.

### **Can I make arrangements with the caterer of my choice?**

You are welcome to bring in any food and beverages that you like. We are happy to recommend some of our personal favorites and ask that you leave the room as clean as you found it. Please see our catering guide below.



# How to book

Here's how you can have an event at MATTER:

## **Submit an event request**

Give us the details about your event by filling out our event request form. We host a lot of events at MATTER so give us 2 business days to get back to you.

## **Work out the details**

We'll discuss availability, logistics, and pricing. Expect us to schedule a phone call or in person meeting.

## **Confirm event and sign our agreement**

Finalize contract and send us your guest list 24 hours before the event.



Have more questions? Email us at [events@matterchicago.com](mailto:events@matterchicago.com).