

If you have any trouble, contact your host, ask for help at the security desk, or email msergot@shoprunner.com.

Bring identification.

You will need to show ID to building security to get a visitor badge.

Enter the building.

Our address is 350 N Orleans St., Suite 300N Chicago, IL 60654. However, the main entrance to the building is 5 W Wolf Point Plaza ([Google maps](#)):



You will enter through these revolving doors:



Check in with security.

The folks behind this desk will give you a visitor badge. If we are expecting you, then you should be on their list already. If not, then they should call up to us to confirm that we are expecting you.



Go through the fancy turnstiles to the left of the escalators.

You will need to scan the QR code on your visitor badge at the **top** of the turnstile, whereas building employees scan key cards on the side.



Turn left, and select “3” on the elevator keypad.



Ride the elevator indicated on the keypad to the 3rd floor. Turn left out of the elevator and then left again at the hallway.

Our office is directly across from Brookfield Properties.



Ring the conveniently labeled doorbell.



Check in with the friendly folks at our front desk.

They will tell your host that you have arrived. Your host will then come to meet you.

