



Chicago - City Business Guide

brought to you by SkyTeam

Overview

Known as "the Windy City", Chicago is a blend of world-class-city sophistication and Midwestern friendliness. Visitors to the city enjoy its acclaimed museums, cosmopolitan shopping and vibrant sports scene. Located on the shore of Lake Michigan, Chicago is a connecting hub for the U.S.'s East and West coasts, as well as one of the most popular sites for conventions. As a result, its O'Hare airport is one of the world's busiest. Historically a steel-producing town, today Chicago counts communications, information technology and finance among its major industries.

Business Etiquette

- * Formal dress is the norm for corporate executives and those working in the legal, consulting, accounting and banking industries. Dress is more casual in other sectors, particularly in the technology domain and particularly during hot summer weather.
- * Appointments should be made and kept punctually.
- * It is customary to open and end a meeting with a handshake.
- * Casual conversation, lasting a few minutes, often starts a meeting.
- * Business cards can be presented at the start or end of a meeting.
- * Privacy should be respected in business contexts.
- * An open and direct business style is the norm.
- * Deals should be followed up and confirmed in writing as quickly as possible.
- * Friendships in the business community should not be underestimated when it comes to getting things done.
- * Ask where (and when) smoking is permitted.
- * If invited to someone's house, it is customary to bring flowers or another hostess gift.

Chamber of Commerce

Chicagoland Chamber of Commerce

Tel.: +1 312 494-6700

The U.S. and Mexico Chamber of Commerce

Tel.: +1 312 372-3010

British American Chamber of Commerce

Tel.: +1 312 828-9861

Czechtrade

Tel.: +1 312 644-1790

Italian American Chamber of Commerce

Tel.: +1 312 553-9137

Japanese Chamber Of Commerce

Tel.: +1 312 332-6199

Latin American Chamber-Commerce

Tel.: +1 773 252-5211

Embassies and Consulates

Brazilian Consulate General

401 N Michigan Avenue; Tel: +1 312 464-0244

British Consulate

The Wrigley Building, 400 N. Michigan Avenue, Suite 610; Tel.: +1 312 970-3800

Chinese Consulate General

100 W Erie Street; Tel: +1 312 803-0098

French Consulate

205 N Michigan Avenue, Tel.:+1 312 327-5200

German Consulate

676 N. Michigan Avenue, Suite 3200; Tel.: +1 312 580-1199

Irish Consulate

400 N. Michigan Avenue, Suite 911; Tel.: +1 312 337-1868

Italian Consulate General

500 N Michigan Avenue; Tel: +1 312 467-1550

Japanese Consulate General

737 N. Michigan Avenue, Suite 1100.; Tel.: +1 312 280-0400

Mexican Consulate

300 N. Michigan Avenue; Tel: +1 312 855-1380

Business Centers

Business centers provide a range of services that include secretarial, translation/interpretation, and office services, including computer rentals, audio/visual equipment rentals, cellular phone rentals, copy and printing services, and temporary office space and staff.

World Trade Center Chicago

222 Merchandise Mart Plaza Suite 444; Tel.: +1 312 467-0550

Business Zone

1220 N Massasoit Avenue; Tel.: +1 773 921-3000

Hq Global Workplaces

401 N Michigan Avenue # 1200; Tel.: +1 312 644 9613

Hq Global Workplaces

311 S Wacker Drive; Tel.: +1 312 697-4700

A Avenue Business Centers

500 North Michigan Avenue Suite 300 ; Tel : +1 312-238-7900

Conference and Exhibition Centers

John Marshall Law School Conference Center

315 South Plymouth Court; Tel.: +1 312 427-2737

McCormick Place

2301 S. Lake Shore Drive; Tel. +1 312 791-6516

Navy Pier

600 E. Grand Avenue; Tel.: +1 312 595-5100

Summit Executive Center

205 North Michigan Avenue, 10th Floor; Tel.: +1 312 938-2000

The Conference Center at the Sears Tower

233 South Wacker Drive, Suite 3350; Tel.: +1 312 474 0090

The University of Chicago Graduate School of Business

450 N. City Front Plaza Drive; Tel.: +1 312 464-8677

Translation Offices

Burg Translations

Tel.: +1 312 263-3379

Cosmopolitan Translation Bureau

Tel.: +1 312 726-2610

International Business

Tel.: +1 773 549-6441

Nelles Translations

Tel.: +1 312 236-2788

Courier/Messenger Services

Arrow Messenger Service, Inc.

Tel.: +1 773 489-6688

Deadline Express

Tel.: +1 312 850-1200

Midwest Messenger, Inc.

Tel.: +1 312 563-1200

On Time Courier

Tel.: +1 312-491-1320

Airborne

Tel.: +1 800 247-2676

DHL

Tel.: +1 800 225-5345

FedEx

Tel.: +1 800 238-5355

UPS

Tel.: +1 800 742-5877

Internet Connection Place

All upper-range and most medium-priced hotels are equipped with dataports that allow guests to use laptop computers. Many hotels offer business centers equipped with computers and Internet access. Outside hotels, cyber cafes are available including:

After-words Bookstore

Tel.: +1 312 464-1110

Cyberia Chicago Internet Cafe

Tel.: +1 773 276-2698

Catedral Cyber-Café

Tel.: +1 773 277-2233

Visas & Customs

Passports valid for at least six months after arrival are required for all. In general, travelers visiting the U.S. are required visas. However, under the Visa Waiver Program, citizens of Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom are allowed to stay for 90 days without a visa. Citizens of Canada and Mexico do not need a visa but must carry proof of citizenship and identity.

Beginning October 26, 2004, all travelers, including children of any age, who want to travel visa-free to the United States under the Visa Waiver Program must have a Machine-readable passport. Duty-free allowances are 200 cigarettes or 50 cigars or 2 kilograms of tobacco, 1 liter of alcohol, and gifts worth up to \$100. Meat products, seeds, plants, fruits, and hazardous goods are prohibited.

Phone Information

The area codes for Chicago are 312, 773, and 847.

Emergency Phone Numbers

Emergency police, fire, and ambulance 911

Tips and Rules for Use of Phone in Country

For local calls, dial the seven-digit telephone number. For long-distance calls within the U.S., dial 1, then the three-digit area code, then the seven-digit number. For long-distance calls outside the U.S., first dial 011 and the country code. Four special prefixes, "800," "888," "877," and "900," are not area codes but indicators of special services. "800," "888," and "877" are toll-free calls. The "900" numbers charge you for the call and are often expensive. For collect calls or operator-assisted calls, dial "0" instead of "1". For local directory assistance, dial 411. For long-distance information, dial 1, and then the appropriate area code followed by 555-1212. The most common public phone is the coin-operated type. Telephone-card phones are becoming increasingly common.

Tips and Rules for Use and Rental of Mobile Phones

There are several cellular service providers in the U.S., including: Verizon Wireless, T-Mobile, Cingular, AT&T Wireless, and Sprint PCS. Mobile phone numbers follow the regular telephone number convention, with the seven-digit telephone number followed by the area code.

If you choose to bring your cellular phone into the U.S., be sure to check with your home cellular service provider to establish compatibility of your phone with systems abroad. Rent a locally compatible cellular phone before you arrive to obtain reasonable rates and reliable service.

Money

Foreign currency must be exchanged to U.S. dollars. Money can be exchanged at banks and various foreign-exchange services. Most restaurants, shops, and hotels will take travelers' checks and major credit cards. Travelers can also withdraw cash from ATMs.

The basic unit of U.S. currency is the dollar, which equals 100 cents. Coins are the copper penny (1 cent) and four silver coins: the nickel (5 cents), the dime (10 cents), the quarter (25 cents), and the half-dollar (50 cents). Silver \$1 coins and "golden" dollar coins also exist. Paper bills come in denominations of \$1, \$5, \$10, \$20, \$50, and \$100.

Tippling

- * **Restaurants** 15 to 20 percent of bill, none at fast-food restaurants
- * **Bars** About US\$1 per drink or 10% to 15% of drink prices
- * **Airport Skycap/Porter** US\$1 per piece of luggage
- * **Taxis** 10 percent of fare
- * **Hotel Bell Desk** US\$1 per piece of luggage or per taxi summoned
- * **Hotel Housekeeping** US\$1 per person per day
- * **Hotel Room Service** 15 percent of bill
- * **Parking Attendant/Valet** 15 percent of parking rate
- * **Haircare/Personal Services** 20 percent of bill

Time Difference

Chicago lies in the Central Time Zone (Greenwich Mean Time minus six hours). Chicago observes Daylight Savings Time.





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VAT & Taxes

In Chicago, an 8.75% state and county sales tax is added to all purchases except groceries and prescription drugs. At restaurants, there is an 8.5-9.5% meal tax

The hotel tax in Chicago is 14.9%, and slightly less in suburban hotels.

Voltage

110V AC, 60Hz. Plugs are of the flat, two-pin type.

Local Transportation

Taxis are easy to hail on the streets, especially in the Loop and Wrigleyville. Initial charges varying from US\$1.50 to US\$4. Each extra mile costs US\$1.50 and each additional passenger US\$0.50.

Chicago Transit Authority (CTA) operates trains centered around the Loop, named so because they make around the city's main business district. The fare for all CTA rides is US\$1.50, regardless of distance. CTA offers 1-day, 2-day, 3-day, and 5-day passes. Pace operates suburban buses throughout the Chicagoland area.

Health Info

No specific immunizations are needed to enter the United States. For more information, contact the Center for Disease Control at +1 800 311-3435

Climate

Chicago winter weather can be bitterly cold, with icy wind chill very much a factor in making the air feel colder than the temperature reading. While spring brings sunny and warm weather it is also accompanied by severe thunderstorms and tornado conditions. Summers, Chicago's major tourist period, are hot, while autumn weather is generally quite moderate.

Public Holidays

- * **New Year's Day** January 1
- * **Martin Luther King Jr. Day** Third Monday in January
- * **Presidents' Day** Third Monday in February
- * **Easter** Sunday in mid-March or early April
- * **Memorial Day** Last Monday in May
- * **Independence Day** July 4
- * **Labor Day** First Monday in September
- * **Columbus Day** Second Monday in October
- * **Veterans' Day** November 11
- * **Thanksgiving** Fourth Thursday in November
- * **Christmas** December 25

Where to Eat

America's third-largest city restaurant scene is vibrant and rich in choice. Chicago's best known chef, Charlie Trotter serves a multi-course-tasting menu along with carefully chosen wines in the eponymous **Charlie Trotter's**. For inspiring views and delectable cuisine, both **Everest**, on the 40th floor of the Stock Exchange, and **Signature Lounge** (on the top level of the John Hancock Building) are good options. **Gioco** provides rustic Italian cooking on the site of an old speakeasy. In the Fairmont Hotel, **Aria** offers an eclectic menu: European cassoulets, Asian curries and stir-fries. **Nine** is an elegant establishment serving quality steak and seafood courses. For Japanese and South American fusion food, try **SushiSamba Rio**, where the sushi bar coexists with churrasco grilled meats and Caipirinha with sake. A unique experience.

Local Gift Ideas

For unique Art Deco objects, collectable kitchen and bar ware, Belmont Avenue shops located a bit west of Ashland Avenue to Western Avenue are worth a browse. Hip vintage clothing and antique shops can be found on a mile-long stretch of Lincoln Avenue, from the intersection with Diversey Parkway up to Irving Park Road. North Milwaukee Avenue is also known for its concentration of interesting antique shops. If a jazz-related gift is in order from this city where the word "jazz" was invented, the Jazz Record Mart has an enormous selection.

Leisure Time

To enjoy the city's cultural offerings, pay a visit to Chicago's Art Institute, or take in a play at one of its many famous theaters, such as the Steppenwolf Theatre, Oriental Theater, Palace Theater, or Goodman Theater. For comedic entertainment, try Second City, in Old Town. Many of the country's funniest and most famous comedians, like Bill Murray, Dan Aykroyd and John Belushi, got their start here. To hear exceptional classical music take in a performance by the Chicago Symphony Orchestra or the Lyric Opera of Chicago. And of course, Chicago has a multitude of great venues for live jazz, like Green Mill on North Broadway, and blues, such as B.L.U.E.S. on North Halsted Street. A popular place during fine days is the Lakefront area. For admiring the city's architecture and skyline, walking tours can be started from downtown or Oak Park.

