

Salesforce Tower Chicago

Engineered to *Excel*TM



Chicago Office Move | Day-One Guide

Welcome to our new Chicago office! Day One is designed to help everyone get oriented in the space, understand how it works, and celebrate our new chapter. As you settle in, keep in mind that this office is more than a workplace. It is a shared brand experience and a setting that will support collaboration, client engagement, and future business development.



Here. (Download)

Make sure you have downloaded the Here by Hines app to your phone. This will be how you access the building and stay updated on happenings within the building.

DAY ONE RUN OF SHOW

- Access 333 W. Wolf Point through the main entrance.
- Signage and building management staff will direct you to the appropriate elevators.
- Newmark's offices are located on Floor 22.
- Arrive by **9:00 AM**.
- Operations will greet you and direct you to your desk.
- Participate in the group tour of the floor following the All-Hands.
- Lunch will be served in the café at **12:00 PM**.
- All-Hands to follow in the café at **12:30 PM**.

WHAT TO EXPECT

- The morning is intended to help everyone get comfortable in the new environment.
- You will have time to locate your desk, get settled, and ask questions before the group programming begins.
- **(Building Access)**
- Support will be available throughout the day for technology, facilities, and general move-related questions.

REMINDERS ON HOW TO USE OUR SPACE

- Use phone or focus rooms for longer, more sensitive, or high-volume calls.
- Be mindful of noise, visible screens, and shared-space etiquette in open areas.
- Assume clients, recruits, or guests may be in the space at any time.
- Treat the office as a shared brand experience that reflects our team, our culture, and our standards.

LOOKING AHEAD

- The new office is not just a place to work. It is also a tool for client engagement, relationship-building, and new business.
- Over time, use the space to create strong impressions, host meaningful conversations, and support future meetings with clients and guests.
- Start thinking about how different areas of the office can support different types of interactions and outcomes.