



## UPCOMING EVENTS

Human Services Council  
Holiday Wish List Toy Drive  
**November 27– December 15**  
Central donations box at  
Management Office  
Building 301  
Merritt 7 Blood Drive  
**December 13th**  
7:45 am - 1:00 pm  
Town Hall Conference Room  
Building 301



### Merritt 7 Blood Drive December 13th 7:45-1:00

Building Management, in partnership with the American Red Cross, will host a blood drive on Wednesday, December 13th from 7:45 am to 1:00 pm in the Town Hall conference room in Building 301. To schedule an appointment, visit [www.redcrossblood.org](http://www.redcrossblood.org) and simply following these steps:

1. Select "Make A Blood Donation Appointment"
2. Enter the sponsor code: MERRITT7
3. Click "To schedule an appointment to donate"

**TIP:** To save 15 minutes on the day of your appointment, download the RapidPass app to complete your pre-donation reading and health history questions.

*If you have further questions, please call the American Red Cross at 1-800-733-2767*

## Human Services Council Toy Drive

Donate a gift this holiday season to a local child. Children's Connection Children's Bank, a program of the Human Services Council, provides holiday gifts to over 3,000 children in need throughout lower Fairfield County. This toy drive kicked off at Merritt 7 on November 27th and will continue through December 15th. A flyer with the recommended toy list is posted on the home page of the Tenant Portal [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm) and a central donation box is located in the management office in Building 301.



## 2017 Thanksgiving Food Drive



Thank you to all the companies and individuals who participated in this year's Person-to-Person Thanksgiving Food Drive hosted by Building Management. The drive was a

huge success with almost 1,000 pounds of food collected. Your donations helped feed hundreds of families this Thanksgiving season and will last for many months to come.

If you are interested in working with Person-to-Person directly for future fundraising efforts, contact Susan Zelman, (203) 621-0703 or visit their website at <https://p2phelps.org/>

## GLOBAL ENTRY EVENT

Merritt 7 will be offering another Global Entry event open to family and friends. Global Entry is a U.S. Customs and Borders Protection (CBP) program that allows for expedited clearance at airport check-in for pre-approved travelers. With this service, you will also become a TSA Pre-check member.

Once a minimum of 60 conditionally approved applicants are received, we can move forward with scheduling a date of the event. To begin the application process, go to <https://tftp.cbp.dhs.gov>.

Further questions contact Karen at (203) 849-7000 or email [kwaltress@merritt7.com](mailto:kwaltress@merritt7.com).

This newsletter is emailed to company contacts through Workspeed and may also be found online at [www.merritt7.com](http://www.merritt7.com) in the "News" box on the homepage, or by going to the tenant portal [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm) Printed editions available at all Merritt 7 Starbucks. Further questions on the newsletter email [jowe@merritt7.com](mailto:jowe@merritt7.com).

## TENANT PORTAL [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm)



As part of our continued efforts to provide the highest level of tenant satisfaction, Building Management has recently launched a new addition to the Merritt 7 website called the Electronic Tenant Portal. It is located under the Tenant Portal tab on the Merritt 7 home page [www.merritt7.com](http://www.merritt7.com). This Electronic Tenant Portal is a comprehensive overview of important building information relating to the daily operations, services, amenities, policies and emergency procedures at Merritt 7.

To fully utilize this portal, we are recommending that you register on the portal [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm) and follow these steps:

- Select request an account
- Accept the terms
- Fill out the fields with the (\*) all other fields are not required fields.

The site is continually being updated with new information. As a registered user, you will receive alerts when updates are made.



## FEATURED ON-SITE AMENITY



### Merritt 7 Salon Building 301

As a holiday special for the month of December through January 2nd, all Merritt 7 customers will receive 20% off any haircut and/or blow-dry service. The Merritt 7 Salon offers unisex services and is located in Building 301, plaza level. To view a list of services, visit [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm) under the amenities tab. To schedule an appointment, call Dimitra (203)845-0844.

## FEATURED LOCAL AMENITIES

### The Inn and Tavern at GreyBarns

The Inn and Tavern at Graybarns on the Silvermine River is proud to introduce itself to the greater business community of Fairfield County.

The Inn boasts six king suites overlooking the Silvermine River and their private dining room is a perfect venue for hosting a business lunch, dinner or celebration. For more info email: [contact@graybarns.com](mailto:contact@graybarns.com), call 203-489-9000 or visit [www.graybarns.com](http://www.graybarns.com).

### New Beauty & Wellness Spa



#### **SPECIAL OFFER FOR MERRITT 7** **20% off your first spa treatments**

*(Excludes medical services or retail purchases)*

Newly opened luxury spa located in the heart of Westport. Experience a haven of relaxation and wellness with body and facial therapies from modern science and ancient wisdom. Give yourself and others the gift of wellness this holiday season!

Book an appointment at (203) 883-5112  
[www.newbeautywellness.com](http://www.newbeautywellness.com).

## 2017 All Amenities Expo



The 1<sup>st</sup> annual Merritt 7 Amenities Expo, held on October 18th, was a huge success with over 300 tenants attending. The expo included many of the local area hotels: Hotel Zero, DoubleTree Norwalk, Courtyard Norwalk, Dolce, and EVEN Hotels. Some local non-for-profits who attended were Human Services Council and Person-to-Person. The management office also had a table setup featuring the onsite amenities and a raffle giveaway with local business contributing to the raffle bags. Overall the event was very well received and enjoyed by all. Building Management hopes to make this an annual occurrence.



### Merritt 7 Conference Rooms

Merritt 7 offers three conference room options across the park. All offer full audio/visual capabilities. The largest of the 3 rooms- the Town Hall accommodates up to 120 people. The other two are executive size rooms located in Buildings 301 and 101 and the larger of the two accommodates up to 30 people. To learn more or to make a reservation, go to [merritt7.info/toc.cfm](http://merritt7.info/toc.cfm) under the amenities tab or through the Workspeed portal.



Book your holiday catering with **Culinart-Café 301**  
(203) 956-6227 | Café 601 (203) 354-0066

## PARK AMENITIES

### CITIBANK ATMs

Building 301, Lower level  
Building 601, Plaza level

### CONFERENCE CENTER

Building 101– 15 person capacity  
Building 301– 120 & 30 person capacity  
To reserve in advance call 203-849-7000

### CULINART CAFES

Starbucks 101, 301 and 501  
Full Service Café 301 and 601

### FITNESS CENTER

Building 301, Plaza level  
One-time Membership Fee: \$50  
Towel Service: \$50 annually

### MERRITT 7 CAR WASH & DETAIL

Building 501, P4 level  
Call 203-750-1025

### MERRITT 7 UNISEX SALON

Building 301, Plaza level  
Call Dimitra at 203-845-0844

### NOTARY PUBLIC

Management Office  
Building 301, Plaza level  
Call 203-849-7000

### SECURITY COMMAND CENTER

Building 401, Plaza level  
Call 203-849-1016

### TONY'S SHOESHINE & REPAIR SERVICE

All Buildings (every Tuesday)  
Call 347-789-0062

### SHUTTLE SERVICE

For a complete schedule go to [www.merritt7.com](http://www.merritt7.com) under location tab.

### PROPARK ASSISTED PARKING

Building 501, P4 level  
203-849-1016

### NORWALK TRANSIT

203-852-0000

## MANAGEMENT TEAM

<b>Ed Farmer</b> Senior Building Manager <a href="mailto:efarmer@merritt7.com">efarmer@merritt7.com</a>	<b>JoAnn McGrath</b> Leasing Director <a href="mailto:jmgrath@marcuspartners.com">jmgrath@marcuspartners.com</a>
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<b>Jennifer Rowe</b> Tenant/Property Services <a href="mailto:jrowe@merritt7.com">jrowe@merritt7.com</a>	<b>John Busby</b> Property Manager <a href="mailto:jbusby@marcuspartners.com">jbusby@marcuspartners.com</a>
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<b>Karen Waltress</b> Accounting Administrator <a href="mailto:kwaltress@merritt7.com">kwaltress@merritt7.com</a>	<b>Management Office</b> 301 Merritt 7, Plaza Level (203) 849-7000
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### TRIVIA How many Daffodil bulbs were planted this year across the park?

The first 5 people to guess close to the correct answer will receive a free amenities gift bag. To submit your answer email Jen Rowe, [jrowe@merritt7.com](mailto:jrowe@merritt7.com)