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To: Event Appointed Contractor

From: McCormick Place / SMG

Re: Event Contractor Annual Registration

Enclosed is a current "Registration and Right of Entry License Agreement" that will authorize your company to operate/enter into McCormick Place as an Event Contractor, Exhibitor Appointed Contractor, General Contractor, or in any other approved capacity. To provide labor service your company must be signatory with the appropriate unions.

In order to operate at McCormick Place you must submit the following:

1. **Signed** "Registration and Right of Entry License Agreements".
2. **Certificate of Insurance** with our "Additional Insured" requirements if applicable (see Appendix B).
3. **Licensee Information Statement** with additions, corrections, or changes (see Appendix A).
4. Current Substance Abuse Screening & Prevention Policy.
5. Rules and Regulations Addendum

If you have any questions about this registration process, please contact us at (312) 791-6150 or via e-mail at [showoperations@mccormickplace.com](mailto:showoperations@mccormickplace.com).

**McCormick Place/SMG reserves the right to deny access to the McCormick Place Complex to any Event Contractor who fails to register with McCormick Place or who fails to comply with Building or Event rules, regulations or guidelines.**

Please send the required materials to:

McCormick Place/SMG  
Attention: EAC Registration  
301 E. Cermak Rd, 3rd Floor  
Chicago, IL 60616

Thank you in advance for your continued cooperation.

**MCCORMICK PLACE® CONVENTION CENTER REGISTRATION  
AND RIGHT OF ENTRY LICENSE AGREEMENT EVENT  
CONTRACTOR**

**TABLE OF CONTENTS**

1)	Non-Exclusive Grant of Access. ....	2
2)	Duration. ....	2
3)	Responsibility for Agents and Employees. ....	2
4)	Licensee Information Statement. ....	2
5)	License Processing Fee. ....	3
6)	Damage Security.....	3
7)	Invoice. ....	3
8)	Right to Audit: .....	3
9)	Licensee Property - Risk of Loss: .....	3
10)	Indemnification.....	4
11)	Insurance: .....	4
12)	Termination or Suspension for Convenience.....	5
13)	Default: .....	5
14)	Compliance with Rules and Regulations: .....	6
15)	Compliance with law: .....	7
16)	Substance Abuse Policy: .....	7
17)	Illegal Activity: .....	8
18)	Amendment or Modification: .....	8
19)	Governing Law – Venue: .....	9

**MCCORMICK PLACE® CONVENTION CENTER REGISTRATION  
AND RIGHT OF ENTRY LICENSE AGREEMENT EVENT  
CONTRACTOR**

This Registration and Right of Entry License Agreement ("Agreement") dated \_\_\_\_\_ is entered into between **SMG**, a Pennsylvania general partnership ("SMG") as agent for the **METROPOLITAN PIER AND EXPOSITION AUTHORITY**, 2301 South Lake Shore Drive, Chicago, Illinois 60616, a political subdivision and municipal corporation of the State of Illinois ("Authority") and

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ ("Licensee").

WHEREAS, the Authority owns the McCormick Place® Convention Center ("Facility")

WHEREAS, pursuant to a management agreement dated 08/01/2011 between SMG and the Authority, SMG, as agent for the Authority, has the express authority to enter into agreements on the Authority's behalf relating to the use of the Facility; and

WHEREAS, SMG licenses "Event Operators" to use certain areas of the Facility for shows, parties, conventions, trade shows and other events (collectively referred to as "Events"); and

WHEREAS, Event Operators retain the services of independent contractors, commonly referred to as an "Event Contractor(s)", for a variety of purposes in the conduct of an Event; and

WHEREAS, Licensee desires to have access to the Facility for the purpose of working as an Event Contractor; and

Now, therefore, the SMG and Licensee, in consideration of the mutual agreements herein contained, agree as follows:

**1) Non-Exclusive Grant of Access.**

Subject to the terms and conditions set forth herein, SMG hereby grants to Licensee, and Licensee hereby accepts from SMG, the limited, non-exclusive privilege to enter the Facility for the purpose of conducting business as an Event Contractor. It is expressly understood that this Agreement does not in any way grant or convey any permanent or temporary easement, lease, fee or other interest in the Facility to the Licensee. This Agreement is not exclusive and SMG specifically reserves the right to grant other rights of entry.

**2) Duration.**

This License shall commence on the date set forth above and shall continue in full force and effect until terminated by either party. Provided, however, that Licensee's warranties and its insurance and indemnification obligations shall survive the termination of this Agreement.

**3) Responsibility for Agents and Employees.**

Every act or omission of whatsoever nature by an officer, director, manager, independent contractor, agent or employee of the Licensee shall be deemed and held to be the act or omission of such Licensee.

**4) Licensee Information Statement:**

Immediately upon the effective date of this Agreement, Licensee shall submit a completed Licensee Information Statement, which is attached to this Agreement as **Appendix A**. Licensee

shall update the Licensee Information Statement, prior to any anticipated change affecting the accuracy or completeness of any statement currently on file with SMG. In addition, Licensee shall update the Licensee Information Statement within five (5) days in the event Licensee becomes aware that an existing statement contains inaccurate or incomplete information. Licensee shall certify that the Licensee Information Statement is correct and complete concurrently with the submission of its annual License Processing Fee and Damage Security as set forth in Section 6 of this Agreement.

#### **5) License Processing Fee.**

Each year, Licensee shall pay to SMG an annual License Processing Fee. SMG reserves the right to adjust the amount of the License Processing Fee each year. The amount for the annual License Processing Fee will be listed on the Licensee Information Statement, Appendix A.

#### **6) Damage Security.**

Each year, Licensee shall pay SMG an annual Damage Security against any damages caused to the Facility by Licensee, its agents, employees or invitees. SMG will not hold the Damage Security in an interest bearing account. SMG shall pool Licensee's Damage Security with the amounts paid by other Event Contractors. In the event SMG is unable to determine the specific Event Contractor responsible for damage to the Facility, the costs of such repairs shall be taken from the pool. If SMG determines that Licensee, its agents, employees or invitees are solely responsible for any damage to the Facility, SMG shall bill such damage directly to Licensee without drawing on the pool. In such case, the Licensee shall pay for such damage within 30 days of the issuance of the invoice. If applicable, the amount for the annual Damage Security will be listed on the Licensee Information Statement, Appendix A.

#### **7) Invoice.**

Following execution of this License, and annually thereafter, SMG shall issue an invoice to Licensee for the License Processing Fee and the Damage Security (if applicable) to Licensee at the address indicated on the Licensee Information Statement. SMG shall also send to Licensee a form for certification that the Licensee Information Statement is correct and complete. Not later than January 1<sup>st</sup> each year, or fifteen days after issuance of invoice, whichever is later, Licensee shall remit the License Processing Fee and the Damage Security to SMG along with the required certification. A per day surcharge shall be added and due for each day the License Processing Fee or Damage Security is not timely received by SMG. Licensee failure to pay any SMG issued invoice (whether related or non-related to this Agreement) shall result in termination of this Agreement.

#### **8) Right to Audit.**

Within thirty days of written notice to Licensee, Licensee shall provide the Authority or any person retained to provide auditing services on behalf of the Authority with any information and documentation reasonably required to allow the Authority to comply with the audit requirements of 70 ILCS 210/5.4(e). The audit shall be conducted to verify that the exhibitor rights set forth in 70 ILCS 210/5.4(c) have generated savings that have been fairly passed on to exhibitors by Licensee. Records may include exhibitor listings, order forms, work orders, invoices, time sheets and payroll records, financial details and reports, floor plans, and other documents considered necessary by the Authority or its audit firm. Licensee must retain all documents related to events held at McCormick Place for a minimum period of three years.

#### **9) Licensee Property - Risk of Loss.**

All property of any kind which may be at the Facility (whether belonging to the Licensee or to third parties) shall be at the sole risk of Licensee or those claiming by, through, or under Licensee, and SMG

shall not be liable to Licensee for any injury, loss or damage to any person or property at the Facility in any event. All equipment and other property brought onto the Facility by Licensee, its agents, employees or invitees shall be stored in areas designated by SMG or its designated representative. SMG shall not be responsible for carrying any insurance of any kind to cover any of Licensee's personal property at the Facility.

#### **10) Indemnification.**

- a) Licensee agrees that Licensee will defend, indemnify and hold SMG, the Authority, and their board members, officers, employees, agents and consultants (the "Indemnified Parties") harmless from and against all claims, demands, actions, damages, losses, costs, liabilities, expenses, including attorneys' fees, and judgments asserted against or recovered from the Indemnified Parties arising from or related to this Agreement or its enforcement, including, but not limited to, any injury, personal injury, death, damage or damage to personal property (including damage to the Facility) (collectively the "Claim(s)") to the extent that any such Claim arises out of, is caused by or results from, in whole or in part, any act, omission, negligence, misconduct, fault, or violation of law or ordinance associated with the use, misuse, or occupancy of Facility by Licensee and its agents, employees, contractors, guests, invitees, or any other person entering the Facility with the implied or express permission of Licensee. Licensee covenants and agrees that in case an Indemnified Party or the Indemnified Parties shall be made a party to any litigation brought by or against Licensee or relating to this Agreement or to the activities of the Licensee licensed hereunder, then Licensee shall and will also pay all costs and expenses, including reasonable attorneys' fees and court costs, incurred by or imposed upon the Indemnified Parties by virtue of any such litigation.
- b) To the extent permissible by law, Licensee waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due pursuant to Licensee's obligations under this Section 9, including any claim by any employee of Licensee that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other law or judicial decision (such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)).
- c) Licensee's duty to indemnify does not apply to loss or damage resulting from the sole negligence, gross negligence or willful misconduct of the Indemnified Parties provided however, that the Licensee must defend the Indemnified Parties until it has been determined by a court of competent jurisdiction that the loss or damage resulted from the sole negligence, gross negligence or willful misconduct of the Indemnified Parties.
- d) Licensee's duty to indemnify the Indemnified Parties shall survive the termination or expiration of this License and is independent from, and not limited in any manner by, the Licensee's insurance coverage obtained pursuant to this Agreement or otherwise.

#### **11) Insurance.**

The Licensee will secure and furnish to SMG prior to the commencement of this Agreement, certificates of insurance that evidence that Licensee has met the insurance requirements set forth in **Appendix B**. Licensee shall provide amended or updated insurance certifications as such requirements are changed by SMG. At a minimum, the insurance shall include the following:

- i) The coverage required herein shall be with companies and in a form satisfactory to SMG and shall be in effect during all periods specified in this Agreement.
- ii) All policies of insurance required hereby shall provide that the insurance company will give notice in writing to SMG at least thirty (30) days in advance of any material change in or cancellation of the policies, provided, however, that such policies shall also provide that no cancellation or amendment or modification reducing the extent of insurance provided under the policy, once the policies have been filed with SMG, shall be effective if such amendment or modification or cancellation will leave Licensee without insurance of the type herein required to be procured during the term of the Agreement or any portion thereof.
- iii) Licensee agrees that it shall not permit any condition to exist which would wholly or partially invalidate such insurance. The failure of the Licensee to provide insurance in accordance with this Section 11 shall be a breach of this Agreement and shall, notwithstanding any cure period set forth in Section 13 below, preclude Licensee's access to the Facility. Failure of SMG to demand certificates or other evidence of full compliance with these insurance requirements or failure of SMG to identify a deficiency from evidence that is provided shall not be construed as a waiver of Licensee's obligation to maintain such insurance as required in this Section 11.
- iv) The insurance required pursuant to this Agreement shall be maintained in force for a period of five (5) years following termination of this Agreement and this requirement shall survive beyond the termination of this Agreement.

## **12) Termination or Suspension for Convenience.**

SMG has the right to terminate or suspend this Agreement, in whole or in part, for any reason, including the convenience of SMG, by providing Licensee with written notice specifying the date of termination. On the date specified in the notice, this Agreement will terminate.

## **13) Default.**

- a) This License may be terminated or suspended following the occurrence of an Event of Default. The following constitute Events of Default by Licensee:
  - i) Rude, violent, illegal, destructive or inappropriate behavior by Licensee, its agents or employees.
  - ii) Causing, by any action or omission, the improper stoppage or delay of or interference with any Event or business of the Authority or work of any employee or other licensees or sub-licensees.
  - iii) Failure to comply with any provision of this License or the rules and regulations related to the use of the Facility; or directives of SMG personnel.
  - iv) Failure to maintain insurance in effect as required under this License.
  - v) Failure to indemnify SMG, the Authority, and their officers, agents and employees as required under this License.
  - vi) Failure to update and keep current Licensee information as required under this License.

- vii) Any other acts or omissions constituting a material breach of this License.
- b) SMG, in its sole discretion, shall determine whether a default is material and whether it can be cured. In the event SMG determines that an Event of Default can be cured, it may provide Licensee with notice setting forth the Event of Default and cure requirements, including the time period permitted for cure. Licensee shall cure any Event of Default as provided in the notice.
- c) SMG's decision is final and takes effect when notice is given or such time as set forth in the termination notice. Upon the date of termination, Licensee shall no longer have the right to enter the Facility or any other property of the Authority.
- d) In lieu of termination, SMG may suspend this License, for such period as SMG may determine; or bar identified Licensee personnel from the Facility
- e) Termination, suspension or a bar on Licensee's access to the Facility are not intended to be exclusive of any other remedies available in the Event of Default. Rather, every remedy is cumulative and in addition to any other remedies, existing now or later at law, in equity or under the Agreement.
- f) No delay or omission to exercise any right or power occurring upon any event of default impairs the right or power nor is it a waiver of or acquiescence in any event of default. Every right and power may be exercised from time to time and as often as SMG considers expedient.
- g) If a court of competent jurisdiction determines that SMG wrongfully terminated Licensee, then the termination shall be treated as a termination for convenience.

#### **14) Compliance with Rules and Regulations.**

- a) This License expressly includes by reference any rules and regulations of SMG or the Authority from time to time established regarding the use of the Facility. Licensee shall abide by all such rules and regulations and acknowledges that the violation of any one of the provisions of these constitutes a violation of the terms of this License. The rules and regulations are governed by various local, state and federal laws, including the Metropolitan Pier and Exposition Authority Act 70 ILCS 210/1 et seq.
- b) Licensee shall comply with all show management work rules and show rules. It is the responsibility of Licensee and its employees to be informed of rules and guidelines.
- c) Without limiting the application of other rules and regulations from time to time adopted, the Licensee shall use and occupy the Facility pursuant to the following which are incorporated by reference:
  - i) A certain Labor Agreement for the Metropolitan Pier and Exposition Authority (including the Unified Work Force Rules). In particular, but without limitation to all other obligations, the Licensee shall comply in accordance with of the Unified Work Force Rules, which requires 4.5% of booth work to be performed by members of Local 17U of the United Steelworkers of America, AFL-CIO-CLC ("Decorators") and 95.5% by members of the Chicago and Northeast Illinois District Council of Carpenters ("Carpenters"). This applies to overtime and double time as well as straight time work. McCormick Place will randomly audit event contractors to assure their compliance.
  - ii) Exhibitor Rights Addendum.

- iii) Labor Management/Audit Process.
- iv) The McCormick Place Exhibitor and Utility Ordering Guides (“Exhibitor Rules and Regulations”).
- v) Facility Protection Guidelines.
- vi) Licensee Code of Conduct.
- vii) The MPEA “No Take” Policy for Tradeshows.
- viii) Licensee Drug Free Workforce Policy (refer to section 16 of this agreement).
- ix) Smoking Enforcement Policy.
- x) Event Contractors Operational Practices.
- xi) “Exhibitor Rights and Work rule Reforms” set forth in The Metropolitan Pier and Exposition Authority Act (70 ILCS 210/5.4 et seq., as amended by Public Act 097-0629.)

#### **15) Compliance with Law.**

- a) Licensee shall comply with all applicable statutes, ordinances, rules, orders, regulations and directives which are in force or applicable during the periods specified herein, issued, adopted or enacted by the federal or state governments or any department, bureau or office thereof, or by the City of Chicago, Chicago Park District or any municipal corporation or any department, bureau or office thereof, including, without limitation, all rules, orders and directions of the Illinois State Fire Marshall, Chicago Fire Department and the Chicago Building Department, any restrictions of record on the property of the Authority and any requirements or conditions of any insurance policy of the SMG or the Authority. Licensee’s use shall not cause any increase in premiums on any such policy.
- b) Licensee shall obtain and pay for any and all permits, licenses and taxes required for the use of the Facility.

#### **16) Substance Abuse Policy.**

- a) It is expressly acknowledged that all Licensee employees shall be prohibited from being under the influence of illegal drugs, alcohol or controlled substances while at the Facility.
- b) In the event the Licensee is bound by a previously approved collective bargaining agreement (“CBA”), which sets forth exclusive and bona fide provisions related to drug and alcohol testing of Licensee employees, copies of such CBA and the testing provisions shall be provided to SMG. To the extent such CBA provisions are not in effect, the Licensee shall provide proof of a current and properly administered substance abuse screening and prevention policy which, as determined by the General Manager of McCormick Place, includes the following:
  - i) A clear and unambiguous statement that the Licensee strictly prohibits use, possession, sale or transfer of alcohol, illegal drugs or controlled substances by employees while conducting Licensee business. Illegal drugs are defined as any drug that is not legally obtainable; that is legally obtainable but has not been legally



obtained; or that is being used in a manner or for a purpose other than as prescribed. Controlled substances include those defined by the Illinois Controlled Substances Act, 720 ILCS 570/100 et seq. The legal use of prescribed drugs is permitted on the job if it does not impair a Licensee employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If a Licensee employee is taking prescription or non-prescription medication that may affect his/her ability to safely and efficiently perform his/her job, the Licensee must notify the Authority.

- ii) A testing program which may include random testing and shall include the right of the Licensee and the Authority, upon reasonable suspicion, to require testing of any Licensee employee for the presence of drugs or alcohol. Reasonable suspicion shall include, but is not limited to, any accident or injury to the Licensee employee, or arising from an incident in which such Licensee employee was involved.
- iii) Any Licensee employee who, after notification of reasonable suspicion, refuses to consent to testing; refuses to submit a breath or urine sample for testing; or tampers with or adulterates the sample shall be removed from and be ineligible for work at the Facility.
- iv) Any Licensee employee who fails a drug and/or alcohol test shall be removed from the Facility and is ineligible for assignment by the Licensee to any Authority property. Provided, in the event the following minimum procedures are followed, the Licensee employee may be permitted to work at the Facility:
  - (A) **First offense:** The Licensee employee is suspended for a period of 45 consecutive days. Licensee employee shall have 15 days to enter into an approved rehabilitation program. Upon completion of the program the Licensee employee must submit to a "return to work" drug and/or alcohol test with a negative test result before he or she is referred or requested. All Licensee employees that test positive are subject to up to three (3) follow-up drug and/or alcohol tests for up to one (1) year thereafter. A positive test within that one year shall result in SMG immediately and permanently banning Licensee employee from the Facility and Licensee employee shall be permanently ineligible for dispatch by the Licensee.
  - (B) **Second offense:** Once a Licensee employee who is employed or dispatched pursuant to the preceding paragraph again fails any drug and/or alcohol test under this policy, such Licensee employee shall be immediately and permanently banned from working at the Facility or any other Authority property and permanently ineligible for dispatch by the Licensee.

## 17) Illegal Activity.

Licensee shall not employ any person at the Facility that has been convicted of theft from the Authority, any event or show at the Facility or any other Authority property or any visitor to the Facility ("Theft"). While charges of Theft are pending, such Licensee employee shall not work at any Authority property. Further, Licensee agrees that it will not employ any person at the Facility that has been convicted of misdemeanor or felony narcotics possession stemming from the use or possession of narcotics at the Facility.

### **18) Amendment or Modification.**

This License Agreement may be modified or altered at any time by the Authority upon 30 days notice. This includes, but is not limited to, establishing new rules, altering existing rules, changing any fees, or changing insurance requirements. The Authority shall provide Licensee with notice of such change and an acknowledgement form and deadline for acceptance or rejection of the changes. In the event the Licensee accepts the change, Licensee shall submit the signed acknowledgement form on or before the designated deadline for submittal. In the event Licensee elects not to accept the changes, this License Agreement shall be deemed terminated by mutual consent as of the designated deadline.

### **19) Governing Law – Venue.**

This Agreement and attachments, if any, constitute the entire understanding between the Licensee and the Authority and shall be governed by the laws of the State of Illinois. Licensee hereby agrees to submit to the jurisdiction and venue of the courts of the County of Cook, State of Illinois with respect to any dispute hereunder.

**[SIGNATURE PAGE FOLLOWS]**

**SMG, as agent for  
METROPOLITAN PIER AND EXPOSITION  
AUTHORITY**

Signed: \_\_\_\_\_

Name: David R. Causton

Title: General Manager

Date: \_\_\_\_\_

**LICENSEE NAME (company name)**

\_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**RULES AND REGULATIONS ADDENDUM**  
**MCCORMICK PLACE/SMG EVENT CONTRACTOR REGISTRATION**

EFFECTIVE: November 1, 2013

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**14 C (XII)**

Licensee shall have a written safety program that is current and applied.

McCormick Place/SMG is committed to the safety of exhibitors and Event Contractors and will do everything possible to prevent workplace accidents. Event Contractors are encouraged to report any unsafe conditions to Show Floor Managers and Official Contractors. Safety Awareness by all is good business.

The type of program is up to the licensee and must be submitted upon request from McCormick Place/SMG.

**Definition of Current and applied:** Event Contractor must submit upon request their written program including any time/date log entries confirming meetings with company employees.

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**CHECKING THE BOX BELOW INDICATES THAT YOUR COMPANY HAS A CURRENT AND APPLIED SAFETY PROGRAM.**

: YES, OUR COMPANY HAS A CURRENT AND APPLIED SAFETY PROGRAM AND WILL FURNISH UPON REQUEST FROM  
MCCORMICK PLACE/SMG.

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TODAY'S DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Options for submitting this form:**

**Mail:** McCormick Place/SMG, Show Operations, 301 E. Cermak Rd, Chicago, IL 60616

**Fax:** 312-567-8088

**Email:** showoperations@mccormickplace.com

**APPENDIX A**

**LICENSEE INFORMATION STATEMENT**

**\* Please complete this form and return with your signed agreement.**

**Event Contractor registration expires 1 year after registration.**

**The annual processing fee is \$100 and must be paid at this time; a credit card authorization form has been included. (Please complete all fields)**

Company name: \_\_\_\_\_  
(Please indicate if you are a company doing business as)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

24 Hour Emergency Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Cell 2 #: \_\_\_\_\_

E-mail address 1: \_\_\_\_\_

E-mail address 2: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Insurance Agent: \_\_\_\_\_

Insurance Agent Phone #: \_\_\_\_\_ Insurance Agent Fax #: \_\_\_\_\_

Service or function your company provides for events: \_\_\_\_\_  
(i.e. I&D, Audio/Visual, Design Supervision, Floral, Security, Rentals, Modeling, Transportation, etc.)

**\* This form completed, updated or reviewed by (please sign): \_\_\_\_\_**

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**THE FOLLOWING MUST ACCOMPANY THIS INFORMATION STATEMENT:**

- |  |       |
|--|-------|
|  | REC'D |
| 1. Signed "Right of Entry License Agreement".                                | _____ |
| 2. "Certificate of Insurance".   | _____ |
| 3. This "Licensee Information Statement" page with all lines completed.      | _____ |
| 4. Copy of your company's "Substance Abuse Screening and Prevention Policy". | _____ |
| 5. Safety program acknowledgement form "Rules and Regulations Addendum".     | _____ |

If you require an updated copy of any, or all of the  
"Rules and Regulations" as noted in section 14, please contact us at:  
312 791-6150 or via e-mail at [showoperations@mccormickplace.com](mailto:showoperations@mccormickplace.com).

**Credit Card Authorization Form**

**Event Contractor registration expires one year from registration. The annual processing fee is \$100 and must be paid at this time.**

Send completed form with your signed agreements to:

EAC Registration  
McCormick Place/SMG  
301 E. Cermak Rd, 3rd Floor  
Chicago, IL 60616  
or [showoperations@mccormickplace.com](mailto:showoperations@mccormickplace.com)

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Annual Registration fee U.S. \$: 100.00

Other fees U.S. \$: \_\_\_\_\_ Description: \_\_\_\_\_

Total amount to be charged U.S. \$: \_\_\_\_\_

I would like to authorize McCormick / SMG to charge the credit card information for the above amount(s)

Amex

Master Card

Visa

Discover Card

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Print Name of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

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## Appendix B

### MANDATORY INSURANCE REQUIREMENTS

All insurance companies must be Rated A-VIII or better by A. M. Best Company. Coverage shall remain in full force and effect for the term of the Agreement.

Please note that all amounts must be included any changes must be approved by management

<b>Types of Insurance</b>	<b>Limits</b>
<b>Commercial General Liability</b>	
<i>Coverage:</i>	
Products Liability/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
<b>Automobile Liability</b>	
<i>Coverage:</i>	
Bodily Injury and Property Damage Combined –Occurrence	\$1,000,000
Uninsured/Underinsured Motorist – Occurrence	\$1,000,000
<b>Umbrella Liability</b>	
<i>Coverage:</i>	
Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer’s Liability.	\$2,000,000
<b>Workers’ Compensation and Employer’s Liability</b>	
<i>Coverage:</i>	
Workers’ Compensation	Statutory
*Employer’s Liability	\$1,000,000/\$1,000,000/\$1,000,000

**\*Please note that an increase in umbrella coverage to offset the Workers’ Compensation and Employer’s Liability coverage will not be accepted by management.**

**Holder: McCormick  
Place / SMG Attn: EAC  
Registration  
301 E. Cermak Road  
Chicago, IL 60616**

This information must appear on the form when submitting. Please place the wording below in the description box and the certificate holder must be McCormick Place

**The METROPOLITAN PIER AND EXPOSITION AUTHORITY, SMG and their board members, officers, employees, and agents, as well as the Chicago Park District, its agents, officers, board members and employees, must be named as Additional Insureds on all certificates of insurance for Commercial General Liability, Employer’s Liability, Automobile Liability, and Umbrella Liability.**