

# McCormick Place Facility Protection Guidelines

(the following apply, with limited exceptions)

## **Forklifts/Pallet Jacks/Flatbed Scooters are not allowed:**

- On terrazzo
- Parked on the outdoor bridges between buildings
  - Behind meeting rooms (only pallet jacks allowed)
  - Driving on carpeted areas without floor protection
    - Driving on any ramps or roadways

## **Scissors Lifts & Condors**

Are only permitted on terrazzo and carpet with proper floor and/or wheel protection, and a diaper.

## **Scooters are not allowed:**



- Parked on the outdoor bridges between buildings
- On carpet or terrazzo
  - Behind meeting rooms
  - On traffic ramps or roadways
    - To go to parking lots and/or save parking spaces

## **General areas**

Furniture located outside of the meeting room areas are for our guests and not to be used for worker's breaks or lunch.

## **Consequences**

Removal from assigned task. Parking & food discounts privileges revoked. Additional progressive disciplinary actions, up to and including being denied access to McCormick Place.

McCormick Place Facility Protection Violation	
 McCORMICK PLACE CHICAGO 	
Improper Use of	
<input type="checkbox"/> Scooter	<input type="checkbox"/> Scissors Lift
<input type="checkbox"/> Forklift	<input type="checkbox"/> Furniture Use
<input type="checkbox"/> Pallet Jack	<input type="checkbox"/> Break Area
<input type="checkbox"/> Flatbed Sc.	<input type="checkbox"/> Unsafe Practices
<input type="checkbox"/> Condor	<input type="checkbox"/> Other
Date: _____	Time: _____
Location: _____	
Describe Action(s) _____	
_____	
_____	
Issuer: Name: _____	Signature: _____
Name: _____	
Employer: _____	
Department: _____	ID: _____