



McCORMICK PLACE®  
C H I C A G O



# MEETING PLANNER'S GUIDE

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# FACILITY INFORMATION & GUIDELINES

## **ACCESSIBILITY (ADA)**

McCormick Place is in compliance with the Americans with Disabilities Act. Wheelchairs, information booths, designated parking, TDD telephones, aisle and companion seating, assisted-listening devices and other services are available.

## **ADVERTISING**

There are numerous opportunities for your event, sponsor, and/or exhibitors to gain exposure in the form of advertising while at McCormick Place. In some instances, commissions are due McCormick Place when using commercial advertising. If you are interested in advertising outdoors or indoors please discuss with your Event Manager on the Advertising Approval Process.

Event organizers may use the McCormick Place logo for promotional or advertising purposes, with prior permission from McCormick Place.

### **Commission Fees**

A 15% commission fee based on the gross advertising revenue received by the event organizer is payable to McCormick Place for commercial advertising promoting an exhibitor's product or service if it is displayed in public lobby areas, pedestrian walkways, and/or other non-licensed space.

### **Outdoor Advertising**

Show banners that highlight the name and nature of your event may be installed on the McCormick Place complex. No exhibitor booth advertising is allowed outdoors. Also, no exhibitor booth advertising may be on the windows facing to the outside. All banners must be hung following proper hanging guidelines and cannot be displayed without prior written permission from McCormick Place. All signage must be made of fire-retardant materials. There is no commission associated with this form of advertising. Your Event Manager is able to review the areas available for outdoor advertising opportunities.

If you wish to publicize your show within the city of Chicago (on street light poles, for example), you will need to get permission from the proper city agencies. Your Event Manager will be able to assist you.

### **Indoor Advertising**

The following list represents typical advertising ideas that have been used by customers. Free-standing kiosks

- Column coverings
- Wall banners and signs
- Ceiling-mounted banners

- Audio or video kiosks featuring advertising

When advertising provides a service to show attendees or reduces our/your costs, a commission will not be applied. Examples of items that fall into this category include:

- Imprinted napkins or cups for food and beverage use
- Sponsored press center or special interest lounge
- Rotating literature carousels
- Tote bags for carrying literature
- Sponsored-product locator devices (however, any sold advertising does incur a commission)
- Audio or video kiosks featuring show information only
- Advertising in programs, show dailies, etc.

Because some equipment, especially audio and video kiosks and literature carousels, may cause congestion in high traffic areas, McCormick Place and the Fire Marshal ask that these items be placed on a floorplan for approval. Also note that banners and signs may not be affixed to wall surfaces.

### **ANCHORING/DRILLING**

Anchoring and drilling are generally not permitted in McCormick Place flooring except in extraordinary circumstances and only when it is absolutely necessary (i.e, machines where extreme destabilizing vibrations are anticipated or machines that are very top heavy). Consequently, all requests must be pre-approved by the general service contractor and the McCormick Place Show Services department. Detailed drawings will need to be submitted in advance as part of the approval process.

### **ANIMALS/PETS**

Domestic animals (i.e., cat or dog) are permitted on the show floor with approval from Show Management. An insurance disclaimer will need to be completed. Show Management will need to provide written approval to their Event Manager, and then McCormick Place will provide the disclaimer form to the Exhibitor/Show Manager.

Non-domestic, endangered or exotic animals are permitted on the show floor with approval from Show Management. In addition to the information above, the exhibitor must also contact our Loss Prevention Manager at 312.791.7113.

### **AUDIO EQUIPMENT**

McCormick Place can provide audio/sound equipment in meeting rooms and ballrooms.

Planners do hire their own AV contractor to provide projection equipment.

### **House Sound System**

- McCormick Place meeting rooms have full state of the art sound capabilities, with the most up-to-date equipment available. Most rooms have the capability of being interconnected with audio lines to other rooms within the McCormick Place Complex to facilitate overflow sessions. Also, these systems are complete with the ability to audio record multiple concurrent sessions from a centrally located area.
- The daily meeting room rental includes the use of one wired microphone complimentary.
- When five or more microphones are used in a single meeting room a mixer and operator are recommended to ensure sound quality, although this is not required. If a mixer is used, a McCormick Place technician will be assigned to operate the equipment at prevailing rates with a minimum of a 4-hour call.
- McCormick Place can rent specialty microphones that are not available in our inventory. These will be billed at the rental cost plus a 15% handling fee.
- Up to two specialty microphones per room can be brought in from an outside source (i.e. presenter, A/V contractor) and patched into the house sound system by McCormick Place technicians for a daily microphone patch fee.
- Any connection to the house sound system will be handled by McCormick Place technicians.

### **External Sound System** (self-contained unit with no tie-in to house sound system)

- When an external sound system is utilized the labor needs to be arranged through you're A/V Company for the installation/dismantle of this equipment.
- Centrally located audio taping capabilities and the ability to interconnect audio lines between meeting rooms for overflow sessions are not available when using external sound systems.

### **Videotaping**

If an event organizer wants to video tape a meeting, one camera per room is permitted without any labor assistance, provided the camera is owned by the sponsoring organization and the operator is a full-time employee of that same organization. If multiple cameras are used, an operator from Camera Operators Local 1220 will need to be scheduled for each camera and for the switching equipment.

### **BALLOONS and RADIO-OPERATED AIR DEVICES**

Radio-operated blimps and similar devices are permitted on the show floor with approval from Show Management. Written approval must be submitted to the Event Manager along with a certificate of general liability insurance.

To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If balloons do escape to the ceiling, a removal fee will be charged. Helium-filled balloons or any other helium-filled object may not be distributed. Mylar balloons are prohibited due to their effect on the fire detection systems. **See Also: Decorations**

## **BANNERS and SIGNS**

### **Directional Signage**

McCormick Place has permanent signage throughout the campus that provides general location information. Your organization is responsible for providing event specific directional signage within McCormick Place. Note that during simultaneous events, additional signage may be necessary. Please note other event directional signage may be required in the public space where your event is taking place. Written approval is required prior to installation in some areas. Your Event Manager and general service contractor can assist with the development of a signage plan.

### **Outdoors**

Banners may be installed in designated areas on the McCormick Place complex. Banners must be hung following proper hanging guidelines and cannot be displayed without prior written permission from McCormick Place. All signage must be made of fire retardant materials as specified in the NFPA Fire Codes.

### **Public Areas and Lobbies**

Cables are available in both the Grand (South/North building) and Central Concourses (West). In addition, ceiling tracks are available on Level 2 of Lakeside Center and Levels 1 and 2 of the North Building. Hanging materials in public areas and lobbies must be constructed of ¼-inch foam core or lightweight fabric, and hung by means of McCormick Place approved sign-hanging devices. Written approval is required prior to installation in these areas. Event signage or directional units may not be placed in areas that block permanent McCormick Place signs. Contact your Event Manager for more information and approval.

### **Meeting Rooms**

In the Lakeside Center, North and South Buildings, sign holders are mounted next to meeting room entrances. Temporary signs measuring 22 in. x 28 in. will fit into these holders. In the West Building, magnetic panels measuring 4 ft. wide x 6 ft. high are located next to meeting room entrances. Your general service contractor will be able to apply a magnetic strip so that temporary signs can be affixed to these areas. In addition, ceiling tracks are available in all West meeting rooms except W375. E253 does not have permanent signage to designate individual rooms.

Otherwise, signs may not be taped or attached to any walls or doors in any area of McCormick Place. General Service contractors may be required to provide protective wall coverings for unusual setups or equipment staging if so determined by McCormick Place. **See Also: Decorations**

## **BOX OFFICE PROCEDURES**

As a service to organizers who oversee events open to the public and charge for admission, as well as fulfilling lease agreements, McCormick Place will provide box office services in conjunction with the Treasurers and Ticket Sellers Union of Chicago. Please work with your Event Manager to have a Box Office Manager assigned to your event. They will work with you on establishing procedures for the collection of admission fees and safeguarding receipts.

### **Responsibilities**

The Box Office Manager is responsible for the secure and efficient operation of the box office and is specifically responsible for the following:

- Development of a ticket seller schedule for the organizer to approve
- Hiring, placement and supervision of ticket sellers needed for event
- All tickets used for a particular event
- All money received from the sale of these tickets
- Preparation of deposit information for money collected from ticket sales on a daily basis
- Arrangements for an armored vehicle to deposit daily receipts in a bank and the account will be identified as "Show Promoter Account"
- Preparation of box office statements and recap reports as needed for accounting and auditing purposes

Ticket Sellers have the following responsibilities:

- Securing proper compensation for all tickets sold
- Accounting for the compensation for all tickets sold
- Returning of unsold tickets, credit card receipts and all money collected to Box Office Manager

If 6 or more ticket sellers are requested, a Box Office Assistant Manager must be hired.

The assistant will provide the following services:

- Assist in the checking and deposit of money collected by the ticket sellers
- Assure that the ticket sellers have sufficient banks and ticket stock throughout the day
- Supervise the sales area
- Act as an additional ticket seller if the need arises and filling in during ticket seller breaks

The event organizer/promoter will maintain responsibility for the following:

- Determine hours that ticket sales are open
- Provide a starting bank in an amount agreed upon with the Box Officer Manager
- Provide a secure office for the Box Office Manager to keep tickets and all money
- Contracting an armed security guard (Chicago Police Department) to monitor ticket selling activity and movement of money at the end of the day
- Provide own ticket drop boxes, if necessary
- Provide own credit card machines and a safe
- Costs related to electrical or internet if needed for credit card machines

- Paying Amusement tax on all advanced sales and onsite credit card sales
- Event refunds and any related costs

### **Other Items**

- If desired, the organizer may provide a representative to work with the Box Office Manager. This representative shall have access to box office records on demand. A daily audit will be provided upon request.
- McCormick Place reserves the right to require that tickets be produced by a bonded printer.
- Under no circumstances may the organizer draw an advance of funds from gross receipts prior to final settlement.
- McCormick Place will produce a final invoice for space usage and services (box office labor, telecommunications, etc.). McCormick Place will also calculate the applicable Amusement Tax for onsite cash sales and will submit on behalf of the Event Organizer/Promoter. This invoice and the Amusement Taxes will be subtracted from the cash total from the show's receipts/box office account. If applicable, a check for the remaining show receipts will be processed and mailed to the Event Organizer/Promoter accompanied with copies of the paid invoices.

### **Box Office Equipment**

Ticket Booths: McCormick Place has a limited supply of these, each with one window for point of sale. Booths are available on a first come, first serve basis and are provided at no cost.

### **Amusement Tax and Staff Pricing**

Current labor rates will be provided by your Event Manager. Please see Amusement Tax information under Taxes, Permits and Licenses.

### **CLEANING SERVICES**

McCormick Place turns over space contracted by an organization for its event in a clean condition. Organizations that license facilities at McCormick Place are responsible for cleaning all event-generated trash (exhibitor, contractor and planner).

McCormick Place does not have an exclusive housekeeping contractor. The Licensee may delegate these tasks to its general service contractor, who may hire a cleaning contractor to provide these services. However, ultimate responsibility remains with the Licensee.

The following guidelines outline the responsibilities of the licensee, the general service contractor, designated cleaning contractors and McCormick Place with regards to returning the leased space free from event generated trash at customer departure.



## **Ballrooms and Meeting Rooms**

### McCormick Place Responsibilities

- Cleans meeting rooms used for seminars, meetings and catering events.

### Licensee Responsibilities

- Cleans meeting rooms used for show offices, registration, event support locations, exhibits, wet labs or where other hazardous material demonstrations are presented.

## **Public Space**

### McCormick Place Responsibilities

- Cleans restrooms, lobbies and public corridors not used by an event organizer to directly support their event (i.e., registration, information kiosks, etc.).

### Licensee Responsibilities

- Cleans registration, service areas and temporary hard-wall offices in public space during all license dates (move-in/out and event days). This includes trash removal and general vacuuming.

## **Exhibit Halls Used for Exhibits**

### McCormick Place Responsibilities

- Cleans all restrooms within the exhibit halls beginning at move-in and extending through the event operation as well as move-out.
- McCormick Place will scrub the exhibit floor after each event as needed and based on available time. If time does not permit a full scrubbing, a spot cleaning will be performed.
- SAVOR...Chicago will clean equipment in designated food service areas during the hours of operation within the exhibit halls or dock areas. This includes controlling food service trashcans and the seating areas. At the close of the concessions/restaurant area, all trashcans will be emptied/removed and tables will be cleaned.
- McCormick Place provides recycling containers on the docks for specific recyclable items.

### Licensee Responsibilities

- Cleaning in exhibit halls and the related areas of crate storage, loading docks, open stairwells adjacent to docks, freight/crate elevators, service centers, bone yards, etc. This responsibility begins at move-in and extends through event operation as well as move-out. Basically, if the trash is generated by the event, the Licensee is responsible to remove it.
- Cleaning of registration, service areas and offices inside the exhibit hall during all license dates (move-in/out and event days). This includes trash removal and general vacuuming.
- Removal of empty boxes, packing materials and trash resulting from the stocking of registration and information materials outside the exhibit hall. Items are to be deposited in designated receptacles.
- The Licensee and their general service contractor are responsible to deposit trash in dedicated receptacles for recycled materials (such corrugated cardboard, metal

banding, wood products and mixed paper). If these designated receptacles are contaminated by incorrectly disposing of these materials, charges will be applied.

- Discarding food debris into compactors/closed containers. Open box containers cannot be used.

*NOTE: If box lunches are scheduled, the show manager must make arrangements with their event contractor to clear debris.*

- Overnight maintenance of food service areas during event days within the exhibit halls and dock areas. Service and seating areas as well as floors must be ready for business each morning.

*NOTE: If a food service area is located on the show floor and closes before the show ends for the day, the Planner should be prepared to remove trash that may accumulate between the 2 closing times.*

- Removal of all tape and floor markings and broom clean all areas at the end of the event as well as prior to the end of the lease period.

### **Exhibit Halls Used for Hosted Food and Beverage Functions**

#### McCormick Place Responsibilities

- Restrooms will be cleaned and maintained during setup, operation and tear-out.
- Trashcan control and litter removal.

*NOTE: If box lunches are scheduled, McCormick Place will clear debris.*

- If the area is not carpeted, McCormick Place will perform overnight maintenance (sweeping or floor scrubbing if needed).
- McCormick Place will scrub the floor after the event as needed and based on available time. If time does not permit a full scrubbing, a spot cleaning will be performed.

#### Licensee Responsibilities

- Removal of all debris resulting from the set up and tear out of staging, decorating including carpeting, audiovisual, stage lighting and all freight operations.
- Cleaning of registration, service areas and offices inside the exhibit hall during all license dates (move-in/out and event days). This includes trash removal in addition to the removal of empty boxes, packing materials and trash resulting from the stocking of registration and information materials outside the exhibit hall. Items are to be deposited in designated receptacles.
- If the area is carpeted the Licensee is responsible for vacuuming, cleaning and taping of the carpeted areas prior to the opening of the event, as well as when needed.

### **Exhibit Halls Used for General Sessions**

#### McCormick Place Responsibilities

- Restrooms will be cleaned and maintained during setup, operation and tear-out.
- McCormick Place will straighten chairs overnight in the seating area.

#### Licensee Responsibilities

- Responsible for cleaning in exhibit halls and the related areas begins at move-in and extends through event operation as well as move-out. This includes trash removal and general vacuuming.

- Removal of all debris resulting from the set up and tear out of staging, decorating including carpeting, audiovisual, stage lighting and all freight operations.
- Removal of all tape and floor markings and broom clean all areas at the end of the event as well as prior to the end of the lease period.

#### **Additional Notes**

- The cleaning of exhibits/product displays in meeting rooms or public space of the facility require the same cleaning procedures as outlined under *Exhibit Hall Used for Exhibits* responsibilities.
- If the facility carpet requires special cleaning because of the event activity either during the event or upon move-out, McCormick Place will provide cleaning services at the Licensee's expense.

#### **Debris Removal**

McCormick Place is responsible for managing the operation of building compactors, including the maintenance, cleaning and scheduling of trash removal. Several open box dumpsters are provided to service each hall. McCormick Place covers the fees for the removal of these permanent open box dumpsters. Debris deposited in open boxes must fit inside and be stacked neatly to maximize capacity and facilitate hauling.

McCormick Place provides debris removal services at the facility's expense for trash deposited in designated receptacles with the following exceptions:

- Extra receptacles and scavenger service needed to discard excess trash generated as a result of event activities must be ordered by the Licensee (or its cleaning contractor) through McCormick Place. Examples of excess trash include, but are not limited to excess food debris generated at food shows; timbers from heavy machinery; waste products from machinery operations; excess product produced by machinery; excess printed material; etc. The costs for extra receptacles and scavenger service will be billed to the planner.
- The Licensee maintains responsibility for the safe and proper handling and disposal of hazardous waste.
- Pallets, crates, skids, exhibit booths, carpeting, padding and other bulk materials are to be removed by the Licensee (or its designated contractor) and placed in the provided open boxes.

The following sanitation procedures must be adhered to:

- Hoppers/containers that are used to transport debris from the show floor to the docks must be free of debris by the end of the day/night.
- Docks and surrounding areas must be maintained during the course of the day/night and must be free of debris by the end of the day/night
- Debris cannot be left in hoppers overnight.

If the Licensee chooses to provide additional open box dumpsters, McCormick Place will order the requested quantity through its hauling contractor at the prevailing cost per

box. Further, if the Licensee chooses to use load packer trucks, McCormick Place will order the requested quantity. Please contact your Event Manager for current pricing.

### **COAT/BAGGAGE CHECK**

Coat/baggage check service is available and should be considered when planning your event. Contact your Event Manager to discuss location options. Your Catering Sales Manager from SAVOR...Chicago will provide information on costs and scheduling.

### **COMMERCIAL BOAT DOCKING**

There is very limited dock space available at Lakeside Center. Fees for docking and pickup/drop off will apply. Dock time is limited to 6 hours. Please contact your Event Manager for further information and/or to make arrangements.

### **DAMAGE**

Any damage to McCormick Place property or equipment is to be reported immediately to Security. Licensee is responsible for any damage done to McCormick Place property or equipment by their general service contractor, employees or exhibitors during the event, including move-in/out periods. Charges will be made at prevailing rates and/or replacement costs.

### **Inspection Process**

During the move-in of your event, your Event Manager will schedule an inspection of all licensed space (exhibit halls and meeting rooms) with you or your representative and your general service contractor. The Event Manager will also coordinate a post-event inspection with the same individuals. These inspections are done to record and repair damage immediately. We strongly encourage you to participate in the pre-and post-event inspections. This will help you to verify damage charges that may be billed to you.

### **DECORATIONS**

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Licensee. Glitter is prohibited in McCormick Place. Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility. **See Also: Balloons; Banners & Signs**

### **EXCLUSIVE SERVICES**

#### **Catering - SAVOR...Chicago (pages 27-32)**

#### **Exhibitor and Technical Services**

- ***Internet and Network Services***

McCormick Place offers Internet access, private networks and customer network designs in all of our meeting rooms and exhibit halls. We offer connectivity to the Internet at speeds up to one gigabit a second, and point-to-point networking at

10/100/1000 mbps. This network backbone also links all the buildings in our complex together and may be used by shows for networking critical areas, like registration.

- **Cable Television Services**

CATV is available in the South and West Buildings of McCormick Place.

- **WIFI**

McCormick Place offers complimentary WIFI throughout the complex including its exhibit halls, meeting rooms and public space. This complimentary service should ONLY be used for non-mission-critical applications such as general web surfing and Internet-based email access. If you have any questions, please consult with your Event Manager.

- **Telecommunications**

A wide variety of services are available to meet all organizer requirements. Once installed, service is active 24 hours a day for the length of the event.

**Fire Safety Department**

- **First Aid**

**Guest Services**

- **FedEx Office, Coat Check, Gift Shop, Relaxation Station, and Shoe Shine**

**EXHIBITOR and TECHNICAL SERVICES**

**Internet and Network Services**

All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. For mission critical applications we recommend using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. All Internet prices are a flat rate; no per minute usage or connection charges apply. Service offered:

<b>Wired Internet Services</b>			
<b>Service</b>	<b>Connection Speed</b>	<b>IP Addresses</b>	<b>Recommended Uses</b>
<b>Associate Class Wired</b>	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video.
<b>Executive Class Wired</b>	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing.
<b>Executive Class Plus Wired</b>	Typical speeds up to	Includes 4 routable public IP addresses, up to 6	Provides the same speeds and service found in the Executive Class Wired Service but uses

	1 Mbps	additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	routable IP addresses.
<b>Dedicated Wired to 1.54 Mbps</b>	1.54 Mbps	Includes 10 IP addresses. Up to 10 add'l IP addresses can be added.	1.54 Mbps
<b>Dedicated Wired 3.0 Mbps</b>	3.0 Mbps	Includes 15 IP addresses. Up to 14 add'l IP addresses can be added.	3.0 Mbps
<b>Dedicated Wired 6.0 Mbps</b>	6.0 Mbps	Includes 20 IP addresses. Up to 9 add'l IP addresses can be added.	6.0 Mbps
<b>Dedicated Services Greater than 6.0 Mbps</b>			Please contact us at (312) 791-6113 or technology@mccormickplace.com.

<b>Wireless Internet Services</b>			
<b>Service</b>	<b>Connection Speed</b>	<b>Description</b>	<b>Availability</b>
<b>Complimentary Wireless Internet</b>	Up to 256 Kbps	Targeted to attendees who want to check e-mail or visit basic websites with minimal graphic content. Up to 256Kbps.	<ul style="list-style-type: none"> <li>•All times in public space, meeting rooms and ballrooms except when used for exhibits.</li> <li>•All times in food pods in Halls A and F.</li> <li>•Move-in and Move-out days for tradeshow exhibit floors.</li> <li>•At show management request, one complimentary Wi-Fi hot spot capable of supporting up to 300 concurrent users will be placed in a common area in each Exhibit Hall (A-F). Additional locations will be installed at a fee.</li> </ul>
<b>Concierge Class Wireless</b> Daily and Multi-day rates available	Up to 1.0 Mbps	Targeted to attendees who want access to more bandwidth, the concierge Wi-Fi service will allow easy access to more graphic intensive websites, the ability to download and use a variety of mobile applications, or basic video steaming.	All areas and times that complimentary access is provided.
<b>Wireless Buyout</b>	1.5 to 10.0 Mbps	Inclusive of bandwidth, advertising commission, and is up to the capacity of the installed system.	There are two options: 1) buyout in all public space, meeting rooms and ballrooms. 2) the buyout to also include the tradeshow exhibit floors on event days.
<b>VIP Class Wireless</b>	Up to 1.5 Mbps	Targeted to exhibitors and show management who want a quick internet service capable of downloading heavier graphic content this service allows for download speeds of up to 1.5 Mbps.	All areas and times that complimentary access is provided. Additionally, VIP Class Wireless Service is available in Exhibit Spaces. To utilize this service your device must support 5.0 GHz.

High Density Wi-Fi is required when a larger number of people are placed closely together in a space and a large proportion of those people have a need or desire to access the internet through a wireless device. McCormick Place can readily meet these needs; however, our system has been built and configured primarily to provide the standard service offerings described in the previous section. If a show requires service beyond those capacities, we have the ability to provide additional bandwidth, deploy additional equipment, and provide additional support to meet and exceed your requirements.

#### Telecommunications

- **Standard Analog Single Line:** Our basic phone service. The cost of this line includes the telephone instrument and labor to install and remove the line. This line is ideal for use as a single line telephone, fax, modem or credit card verification line.
- **Digital Multi-Line Service:** This service provides multiple appearances of the same phone number on one phone instrument. The cost of this service includes the telephone instrument and labor to install and remove the line. This phone is ideal for handling a number of phone calls simultaneously without incoming calls receiving a busy signal.
- **Audix® Voicemail:** Service is available on both single and multi-line service. There is no additional charge on our Multi-Line phones if you specifically request this service at the time of your order. Single Line voicemail is available for an additional charge.
- **Other Enhancements:** We also offer single line speakerphones, multi-line speakerphones, hearing impaired single line phones as well as polycom speaker-phones with or without microphone extensions.
- **Restricted Usage:** You have the option to restrict outgoing calls to in-house only, local area codes only, toll-free and credit card only, national long-distance only or no restriction at all.
- **Programming Charges:** There is no pre-programming charge for restricting phones; however there is a charge for each toll-free call made. Charges for on-site programming adjustments or for changes in phone line locations after installation may apply. Telecommunication charges quoted do not include usage or City and State telecommunication taxes of 14.5% (subject to change).

#### Internet and Telecommunications Guide

McCormick Place provides an Internet and Telecommunications Guide which outlines exhibit hall guidelines, fire regulations, labor services and work rules, as well as other important information intended for your exhibitors. The Utility Guide also presents service and labor pricing for internet and telecommunications. It easily becomes the McCormick Place tab for your Exhibitor Manual. Quantities will be printed and sent to you upon request. We also provide the Manual in electronic format upon request. A sample Guide will be sent to you for review along with an order form by Exhibitor and Technical Services. We recommend that before printing begins, a copy of building related information, labor rules, deadline/target sheets, etc., be sent to us for review to

assure that we are consistent with information that is being provided. When your manuals are completed, we ask that a copy be sent to your Event Manager.

- **Exhibitor Pricing**

Advance rates apply when a complete order, floor plan and payment are received on or before the printed deadline date. Standard rates apply to all orders received after the deadline date, orders received before the deadline date without full payment and floor plans or all orders placed or changed onsite.

- **Online Ordering**

Exhibitors may order services online via [www.mccormickplace.com](http://www.mccormickplace.com) specific to your event.

### **Exhibitor Lists**

Periodic lists are requested once your sales effort has begun. The Exhibitor and Technical Services team will contact your exhibitors and offer assistance with their planning needs. Please be assured that lists are restricted for internal use only and will not be sold or otherwise distributed to outside parties. List information should include the exhibiting company, contact name, address, phone, e-mail and booth number.

### **Exhibitor Payments**

Exhibitors are required to make payment upon installation of the telecommunication and internet orders. Payment can be made by credit card, company check or cash only; personal checks are not accepted. Regardless of the method of payment selected, exhibitors will be required to have an approved credit card on file.

If an exhibitor hires an agent to handle display and/or billing for any services, the exhibitor and its agent must complete a third party authorization form, which will be found in the Guide. Upon confirmation of the third party agent's satisfactory credit rating, third party arrangements will be made.

### **Service Desk**

There are several areas for each exhibit hall that your general service contractor can recommend to fit your service desk needs. In addition, McCormick Place has designated permanent service desk areas for Hall A in the South Building, Hall F in the West Building, and Hall D in Lakeside Center that are located immediately beneath the exhibit halls. If these permanent locations are not used one counter will need to be provided for the Internet and Telecommunications department.

## **EXHIBITOR (and SHOW MANAGEMENT) BILL OF RIGHTS**

Exhibitors and Show Management, using their own full time staff, may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by the McCormick Place. In addition to the work currently performed, they may also begin performing the following work within the booth:

- Setting up and dismantling exhibits;



- Assembling and disassembling materials, machinery or equipment;
- Installing all signs, graphics, props, other decorative items and Show Manager or Exhibitor drapery, including the skirting of tables;
- Delivering, setting up, plugging in, interconnecting and operating Show Manager or Exhibitor electrical equipment, computers, audio-visual devices and other equipment;
- Skidding, positioning and re-skidding all Show Manager and Exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles at designated McCormick Place docks using their owned, non-motorized, non-hydraulic hand trucks and dollies.

### **ASUV (Automobile and Small Utility Vehicle) Program**

McCormick Place requires events with exhibits to provide exhibitors an opportunity to load/unload their materials at a designated location near the exhibit hall. McCormick Place will manage and staff this program. Contact your Event Manager to discuss the hours of operation, approved vehicles, guidelines and locations for loading/unloading.

### **EXHIBITOR PERSONAL CONSUMPTION POLICY**

McCormick Place allows exhibitors to bring food and beverage items into the facility for personal consumption either individually or collectively as described below:

- An exhibitor may bring an individual serving of food and beverage with them onto the premises. This will allow for an individual to consume food from an outside vendor on McCormick Place property. An example might be as follows:
  - An individual leaves the facility and returns with a sandwich, a slice of pizza, or carryout, and consumes it on McCormick Place property.
- An exhibitor may bring the equivalent of an individual serving for each of their employees onto the premises to serve to those employees. This will allow an organization to feed members of their staff without forcing each individual to bring their own food. Examples might include the following:
  - An exhibitor orders pizzas and beverages and feeds their staff.
  - An exhibitor ships a cooler and several cases of soda with their display to provide beverages to their personnel.
  - An exhibitor sends a runner out and has them pick-up a certain number of lunches to provide to their staff.

Any exhibitor or exhibitor employee who chooses to bring food onto the premises must adhere to the following additional requirements.

- Any exhibitor who brings food and beverage onto the premises will be responsible for the clean-up of any resulting garbage or left-over food.
- This policy is limited to exhibitors and their employees. Exhibitors are not allowed to bring food into the facility to serve to attendees beyond that which is currently permissible in the facility sampling policy.

- Exhibitors, Contractor, or Show Management are not allowed to authorize any outside caterer or restaurateur to set up cooking, assembly, or serving areas on McCormick Place property.
- Food and beverage companies are not allowed to sell or solicit sales on McCormick Place property.
- Deliveries by outside food and beverage companies are not allowed inside the facility, on the exhibit floor, or at back of house areas.
- Exhibitors and their employees are not allowed to bring alcoholic beverages onto the premises at any time for personal or attendee consumption.

## **FIRE SAFETY REGULATIONS**

Fire Prevention reserve the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 (FAX 312-791-6013) can answer any questions or provide a set of fire code information.

### **Booth Staging**

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.

- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the Exhibitor.

### **Fire Retardancy**

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products need to be treated as well.

### **Open Flame Devices**

Used for illumination or decorations, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal and Show Management.
- Must be contained inside a non combustibile enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non combustibile surface with 24 inch clearance for the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2–A: 10–BC strategically located within the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel is allowed in the booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to show closing.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department (CFD):

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the McCormick Place Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). The Fire Safety Office will need copies of the MSDS before the materials arrive.

### **Prohibited Materials**

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay Straw, Bamboo and Spanish moss

### **Cooking and Heat-Generating Devices**

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2-A: 10-BC ABC-type fire extinguisher is required in such exhibits.

**Exhibits or Product Displays in Meeting Rooms**

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited. Also, see Booth Staging requirements as they also apply in these areas.

**Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

**Multi-Level Booths or Ceilings (including tents)**

*Double-decker* booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the CFD to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1: Exhibits with two stories fewer than 225 square feet
- Format 2: Exhibits with two stories at or over 225 square feet
- Format 3: Exhibits with ceilings under 225 square feet
- Format 4: Exhibits with ceilings at or over 225 square feet
- Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked yes on the following table:

**Fire Code Compliance**

**Exhibits with Multiple Levels or Ceilings**

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

### **Fire Code Items for Multiple Level Booths**

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
  - Minimum of 3 feet in width
  - Provide a handrail on at least one side
  - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
  - Not be spiral or winding
  - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the CFD at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire

watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.

- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

### **Vehicle Displays**

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

### **Hazardous Materials Management**

Neither McCormick Place Housekeeping Department nor your general service contractor manages hazardous material removal. It is your responsibility to find a vendor to handle these hazardous materials.

### **Fog/Smoke Machines**

The level of fog/smoke used as part of an event may set off the fire alarm system. To eliminate this fire safety issue, McCormick Place restricts usage of fog/smoke machines to water based chemicals. The Fire Safety Department must obtain advance approval. A copy of the MSDS covering the machine along with an outline of where it will be used and a schedule including rehearsal and show times must be given to your Event Manager for review.

### **FIRST AID**

You are required to have a Emergency Medical Service (EMS) provider on duty to operate the first aid stations. Due to liability restrictions, only certified paramedics scheduled by McCormick Place may staff these stations. If your event uses more than one building for activities, you may need to have more than one first aid station in operation. Please check with your Event Manager for specific requirements.

Event coverage is charged on an hourly basis. Planners are asked to submit a schedule that matches the event activity (including move-in through move-out) to their Event Manager.

### **Ambulance Service**

Private services are also available at Planners expense. Your Event Manager can provide you with contractors and pricing information.

## **FIRST AMENDMENT ACTIVITY**

McCormick Place can prohibit expressive activities in both the interior and exterior of McCormick Place other than those areas that have been identified by Illinois law. Designated areas are available, free of charge, for non-commercial public expressive activity at McCormick Place. Permits must be requested through our Security Department and are approved by our General Manager. When notified by a group, information is passed to your Event Manager, who will contact you.

Persons may engage in non-commercial expressive activity during building hours.

Two types of areas are available for activity:

- **Group Expressive Activity Areas:**

Martin Luther King Jr. Drive sidewalk of the South Building, on Indiana Avenue west of the West Building, and the sidewalk area south of Gate 30 at Lakeside Center are designated as areas in which all legal forms of non-commercial expressive activity will be allowed to take place, whether by individuals or by persons gathered in a group. A maximum number of participants have been established. Activity includes picketing, carrying signs, marching, demonstrating, holding a rally, holding a vigil, soliciting signatures or contributions, holding a press conference and/or engaging in similar forms of non-commercial expressive activity.

- **Individual Leafleting Areas:**

Specific exterior sidewalk areas nearby facility gates are designated as leaflet areas. Those involved in this activity must remain in their designated areas and are not allowed to roam outside the areas. In most cases, a maximum of 1 individual is allowed in the specific leaflet area.

## **FLOOR PLANS**

### **Standard Floor Plan Information and Target Dates**

Floor plans done on a CAD system can be sent electronically to the attention of Tiana Weiler, Event Management Director, at [tweiler@mccormickplace.com](mailto:tweiler@mccormickplace.com).

- CAD Files are preferred; PDF files are acceptable; EPS files should not be used.
- Electronic floor plans should be sent full scale.
- All layers must be sent to efficiently review plans. At minimum, these include utility ports, permanent building exits, fire safety equipment (fire hose cabinets, alarm stations, AED cabinets and emergency phones), support columns and permanent concession areas.
- Plans should show the entire hall, public space, or ballroom being used.



### **Floor Plan Target Dates – Initial Drafts**

**Exhibit Floor:** Before booth sales begin

**Entrance Units:** 6 months prior to move-in

**Public Space:** 2 months prior to move-in

**Offices/Service Centers:** 2 months prior to move-in

**Ballroom Sessions/Events:** 2 month prior to move-in

All floor plans must include a *legend box* that details the following information:

1. The name of the event
2. The name of the service contractor and/or the production company
3. The official dates of the event
4. Event location (building, level, exhibit hall, meeting room)
5. The date of the initial drawing and subsequent revisions
6. The perimeter wall of the plan
7. Symbols used on the plan to indicate drape, equipment, etc.
8. A list of the utilities available

### **Public Space**

Public space lobbies may be licensed to you or other groups. Other public areas such as the Grand Concourse, Central Concourse, sky bridges, etc., are not licensed and are used by all events in the facility. If a lobby is included in your license, a floor plan has been sent to you outlining the specific area that you can use. Access outside of the described parameters will be subject to coordination with other activity in the building.

Event counters, signage, advertising, etc. and utilities can be placed in public space areas based on facility guidelines. McCormick Place must review and approve all proposed public space usage. Floor plans along with a written outline of the installation and removal schedule must be submitted following the schedule outlined at the beginning of this section. Every effort is made to coordinate use of public areas to maximize event exposure and best move-in/out scheduling.

The CFD requires an inspection of all pop-up displays that are positioned in public space. They should be placed on a floor plan and submitted for review one month prior to move-in.

Public space floor plans are available from your Event Manager or can be viewed on our website. These plans were developed to meet safety standards, maximize traffic flow and provide event identification options and outline areas where counters, floor signs, etc., can be placed. In addition, plans are also available that show where convenience tracks have been installed (Lakeside Level 2 Lobby, North Level 1 Lobby and North Level 2 Lobby). These tracks are the only areas where hanging items can be placed; weight limit is 100 lbs.

*Note:*

- *Plans that include the application of logos/information to windows must be submitted to your Event Manager for review. Product and procedure guidelines are available upon request. Approved floor graphics on the face of the steps are allowed on terrazzo; please contact your Event Manager for further information.*
- *Exhibitor booths are not permitted in any public areas (hallways, lobbies).*

**Exterior Space**

If you are planning to use space in the exterior areas of McCormick Place (sky bridges, terraces, docks) for activity such as outdoor exhibits, crate storage, restaurants or contractor storage, please contact your Event Manager.

**Exhibit Hall**

When an exhibit hall is used for trade shows, it is the planner's responsibility to avoid ramping from aisle utility ports. Ramping is a client responsibility and should work with your general service contractor and utility provider to install, maintain and safely tape over any ramping and cords.

When an exhibit hall is used for catered events, "back of house" (i.e., preparation/staging) space should be allotted on the floor plan. Please discuss this operations area with your Catering Manager when developing your layout.

**Fire Safety Division of McCormick Place**

The Fire Safety Division works with the CFD to assure that all areas are accessible. They will focus specifically on meeting rooms for exit accessibility and equipment/supply staging.

**City of Chicago Fire Marshal Review**

The Chicago Bureau of Fire Prevention and the McCormick Place Fire Safety Manager review public space, exhibit floor and ballroom plans where extensive equipment/furniture is being installed by an event contractor (service contractor, AV, etc.) such as registration, event offices/service areas, general sessions, etc. to assure that all safety aspects have been addressed. After your plan has been reviewed, it will be returned with a letter listing any changes that need to be done. Changes should be addressed as soon as possible; revised plans must be submitted again for review.

The following information outlines items that the Fire Marshall and McCormick Place Fire Safety look for when reviewing plans.

***Exhibit Hall – Floor Identification***

- The location and labeling of all entrances and exits, including emergency exits.
- Exits must be kept accessible and visible with no obstruction.
- Aisles should lead directly to an exit door or to another aisle that leads to an exit door.

- No Freight Aisles clearly identified, leading to freight door exits; one north/south and two east/west.
- Aisles should be a minimum of 10 feet in width. All aisle widths must be noted on the plan.  
*Note: Chicago Fire Code does allow 8-foot aisles. However, departure from using aisle widths not in multiples of 10 will result in poor utility access and ramp charges.*
- Established keep clear areas must be shown on floor plans. General service contractors are aware of these locations and should provide initial plans with these marked.
- Drape lines used for baffling (15-foot minimum clearance from drapery lines).
- Indications of any 3-foot drapery/wall being used.
- Fire hose/extinguisher cabinets, fire alarm stations, AED cabinets and emergency telephones must be kept visible and freely accessible at all times.
- Exhibits and service areas may not block any part of the exit, nor may they block visibility of any exit sign. Non-exhibit areas specifically identified, i.e., equipment staging, food service, service desk, lounges, bone yards, offices, etc.  
*Note: Do not use general terms such as "storage." (use the term "staging")*
- Entrance units must be shown and labeled (please review information that appears under "Entrance Units")

### **Entrance Units**

By direction of the CFD, a minimum of 60 feet of clearance must be allowed for entrances/exits into exhibit halls. A few exceptions are in place as outlined:

- Hall D1 or F1 only—30 feet
- Hall D2 or F2 only—30 feet
- E 354—20 feet

Using 1-60 feet, 2-30 feet or 3-20 feet entrance units or openings can attain the 60-foot clearance. The smallest approved entrance is a 20' clearance. Floor diagrams can be viewed on our website or are available from your Event Manager to illustrate these options for Hall A, Hall B and Hall F.

### **Public Space**

- Fire hose/extinguisher cabinets, fire alarm stations, AED cabinets and emergency telephones must be kept visible and freely accessible at all times.
- Location and labeling of all entrance units, floor directional signage, kiosks areas used as work areas, storage, etc., must be identified.
- Placement of event items is subject to those areas outlined on the McCormick Place Public Space floor plans. Contractors do have access to these plans; electronic copies are also on our website.

### ***Meeting Rooms/Ballrooms Used for Production and/or Administration Areas (Offices, Registration)***

- The location and labeling of all entrances and exits, including emergency exits. All exits must be kept accessible and visible with no obstruction.
- All drape/wall lines of any height must be identified.
- Enclosed areas used as work areas, staging, etc., must be identified.

### **Exhibit Floor Review Process**

***Initial Review:*** The initial floor plan is reviewed for positioning of booths, aisles and exits. Shortly after the plan has been submitted and reviewed, it will be returned with a letter describing changes that need to be made before you start selling space.

***Subsequent Reviews:*** Once your preliminary floor plan has been reviewed and requested changes made, you may begin to sell and assign booth spaces. Approximately 2 months prior to your show, or when you reach 90% capacity, a second review of the floor plan should be done. During this review, these items should be identified:

- Sold and unsold exhibit space.
- Booths with multiple levels or ceilings: The CFD requires a list of these exhibiting companies. We suggest that you collect this information as you are selling the show floor.
- Support services such as seminar rooms, display areas, exhibitor service centers, food concessions, coat/luggage check, floor management desks, lounges, etc.
- Non-exhibit areas utilized for crate storage or bone yards.

***Final Review:*** A copy of your final floor plan must be given to us no later than 2 weeks prior to move-in. This plan will be distributed to several operation departments to prepare for your event. Any minimal changes occurring after this time must be communicated to your Event Manager immediately to efficiently meet your exhibitor needs.

***Onsite Review:*** A final review done by the CFD and the Fire Safety Division will occur after the booths have been set on the show floor. The Fire Marshal will inspect the booths, meeting rooms and all support spaces to make sure the premises are safe from hazards and all fire codes requirements are met.

### **FOOD AND BEVERAGE SERVICE**

Our Catering Department, operated by SMG/SAVOR...Chicago has exclusive food and beverage distribution, production and service rights within the McCormick Place complex. Food, beverage (alcoholic and non-alcoholic), food dispensing equipment must be supplied by McCormick Place on-site Catering Department. Fresh and creative menus, quality food presentation, and a courteous and responsive staff all help to make your food and beverage events at McCormick Place memorable. Remember that planning special event functions at McCormick Place will not only add to the overall event experience, but also boost attendance.

In addition to hosted functions, SAVOR...Chicago provides restaurant options in both permanent and temporary locations as needed by event activity in the facility.

SAVOR...Chicago also provides a large selection of food options to enhance your exhibitors' experience on the show floor—from booth personnel lunches to hospitality items that will attract attendees to the booth.

Food and beverage items used for events, to generate traffic to booths or to service planner or exhibit personnel must be catered by SAVOR...Chicago. Distribution of outside food or beverage by sponsoring organizations and/or exhibitors must obtain written authorization.

A separate contract covering hosted food and beverage services will be issued along with a schedule for deposits and payments. This contract is separate from the one that you have with McCormick Place.

### **Event Organizer Policies**

**Menus:** Menu selections and other details pertinent to your functions should be submitted to the catering department at least 4 weeks prior to the function date. Your catering representative will assist you in selecting the proper menu items and arrangements to ensure a successful event.

- **Large Receptions, Lunches, Dinners, Box Lunches:** When planning functions for over 2,000 guests, please discuss your needs well in advance. Consideration must be given to not only food items served but also placement, traffic flow, distribution and trash collection.

**Pricing:** Price quotes do not include a service charge or applicable sales tax unless otherwise noted. Prices and service charges are subject to change without notice; guaranteed prices will be confirmed 60 days prior to the event.

**Deposits and Payments:** An initial deposit in the amount noted on the Catering Contract is due by the specified date on the contract letter. Full payment of the balance due is payable 30 days prior to the function. Payment can be made in cash or certified check payable to SMG/SAVOR. Thereafter, a major credit card (American Express, VISA, and MasterCard) is required to guarantee payment for any replenishment or new orders requested during the function. These charges will be billed to the credit card unless an alternative payment is received at the end of the function/event.

**Guarantees:** A guaranteed number, of attendees/quantities of food, is required. If a guarantee is not received, SAVOR...Chicago reserves the right to charge for the number of persons/quantities specified on the banquet event order. The actual function attendance will be charged for attendance higher than a guarantee. Cancellations or guarantee decreases within 7 days prior to the function are subject to full charges. Should the attendance exceed the final guarantee, SAVOR...Chicago will not be responsible or liable for serving these additional numbers but will do so on a first come, first service basis as able.

- **For functions with guarantees less than 2,000:**

- Final guarantees are due 72 hours, or 3 business days, prior to the event date.
- This guarantee must be submitted by Noon during standard business hours of Monday through Friday, 8 am to 5 pm Central Time.
- Guarantee increases greater than 20% will be subject to an additional 20% fee based on the menu price of both food and beverage items.
- **For functions with guarantees equal to or greater than 2,000:**
  - An initial guarantee is due 30 business days (Monday through Friday) prior to the function.
  - Final guarantees are due 10 business days (Monday through Friday) prior to the function.
  - Guarantee increases greater than 20% will be subject to an additional 20% fee based on the menu price of both food and beverage items.

**Overset Policy:** SAVOR...Chicago will provide food and beverage items, service staff and seats available for 5% over function guarantees up to 1,000 guests (maximum over-set of 30 guests). This over-set option applies to both plated and buffet meals with complete table setups only. There will be an additional charge for each over-set of 20 guests.

**Service Staff:** The standard guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 40 guests at buffet functions. Standard setup for meal functions is rounds of 10 or 12. Rounds of less than 10 guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at the following minimums (additional charges may apply for holiday events):

- Breakfast/Lunch: 4-hour shift
- Dinner/Reception: 6 hour shift

*Holiday labor rates will apply for events scheduled on Holidays*

**Function Timeline:** All service times are based on 2-hour breakfast or lunch service or 3-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than 30 minutes than contracted will also incur additional labor fees.

**Beverage Services:** SAVOR...Chicago offers a complete selection of beverages. Alcoholic beverages may not be brought into the facility by outside sources. The Liquor Control Board regulates alcoholic beverages and service; SMG/SAVOR is responsible for the administration of these regulations. SAVOR...Chicago bartenders are required for the service of alcoholic beverages. SAVOR...Chicago reserves the right to refuse alcoholic service to intoxicated or underage guests. Alcoholic beverages cannot be removed from the facility.

**Corkage/User Fees at Hosted Functions:** Donated/sponsored food and beverage products are subject to corkage/user fees, taxes and service charges. Permission to bring food products or alcoholic and non-alcoholic beverages must be obtained from SAVOR...Chicago.

- Requests for food and/or alcoholic/non-alcoholic beverages brought on the premises for consumption at hosted banquet/booth events will incur a corkage/user

fee equal to fifty percent (50%) of the SAVOR...Chicago retail pricing and is subject to all applicable taxes and service charges.

- Distribution of alcoholic products must be monitored and overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.
- Absolutely NO REFUNDS of User or Corkage Fees will be given for food or beverage product if not consumed during show/event.
- Unused food or beverage product that requires pick-up or shipment after the event/function/show is the responsibility of the organizer/planner.

### **Sampling Policies**

The following policies apply to both event organizers and their exhibitors.

The selling of food and /or beverage products by any other entity other than SAVOR...Chicago is strictly prohibited. Sponsoring organizations of expositions and trade shows and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization and adherence to all of the conditions outlined below.

#### ***Non-Food Industry Events***

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show.
- Vendors MUST submit proof of having \$1,000,000 liability insurance naming SMG/SAVOR, LLC and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to Local and State Health Codes:
  - Food items are limited to bite size (2 X 2 inches or 2 ounces)
  - Non-Alcoholic Beverages limited to maximum of 4-ounce sample size.
  - Distribution of alcoholic products must be monitored and overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.Sample Portions must be under the following limits:
  - Beer – 7 oz.
  - Wine/wine coolers/spirit coolers – 2 oz.
  - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through SAVOR...Chicago, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the following policies are strictly adhered to:
  - A per day charge, per distribution location will be paid to SMG/SAVOR in full prior to show/event. This fee is non-negotiable and non-refundable.
- Donations or sponsorships involving food and/or beverage products are subject to a user fee for food products and corkage fee for beverage products. This charge is determined based on the individual show/event.

- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.
- Other food and/or beverage items used as traffic promoters (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), service for exhibition staff or events MUST be purchased from SAVOR...Chicago.

**Food Industry Events**

- Items dispensed are limited to product manufactured, processed or distributed by exhibiting company.
- Vendors must submit proof of having \$1,000,000 liability insurance naming SMG/SAVOR, LLC and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to local and state health codes:
  - Food items are limited to bite-size pieces or a maximum of 6-ounce portions.
  - Non-Alcoholic Beverages limited to a maximum of 8-ounce sample size, served in plastic cups, cans or bottles.
  - Distribution of alcoholic products must be monitored and overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws. Sample Portions must be under the following limits:
    - Beer – 7 oz.
    - Wine/wine coolers/spirit coolers – 2 oz.
    - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through SAVOR...Chicago, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the following policies are strictly adhered to:
  - Samples are distributed from the exhibit booth.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services

**Corkage/Usage, Service, Tax Fees**

If the conditions outlined under Sampling are not met, the following policies will apply:

- Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet/booth events will incur a corkage/user fee equal to 50% of the SAVOR...Chicago retail pricing and is subject to all applicable taxes and service charges.
- Request for food products brought on the premises for consumption at hosted banquet/booth event will incur a user fee equal to 50% of the SAVOR...Chicago retail pricing and is subject to all applicable taxes and service charges
- Corkage and user fees are subject to a service charge and applicable sales tax.



### **Unused Food or Beverage Product**

Unused food or beverage product that requires pick-up or shipment after the event/show is the responsibility of the company that is sampling the product and must be arranged in advance. No refunds of corkage/user fees will be given for food or beverage product if not consumed during the event/show.

### **Related Services**

Food and beverage related services including storage, delivery, kitchen use or any other service required for food and/or beverage products brought from the outside are not the responsibility of and will *NOT* be provided by SAVOR...Chicago. If these services are required, additional fees will apply:

- Per day/pallet charge for refrigeration, freezer and dry storage
- One-time handling fee for 1-4 skids and an additional handling fee for 5 or more skids
- Delivery charge each time product is delivered (on a 2-foot x 4-foot cart) to the booth/room
- Per hour charge for kitchen space, which is reserved on a first come, first serve basis
- Food preparation by our culinary team
- Equipment rental, subject to availability

### **FREIGHT /DRAYAGE**

McCormick Place will not accept freight and COD deliveries including UPS and FedEx before or following the lease period. Shipments delivered to the facility during the lease period should be to the attention of your general service contractor.

The unloading or loading of materials must be done at docks only, not at pedestrian/taxi gates. All freight, which is defined as anything requiring more than one person to carry in one trip, must go through freight doors only. Freight is not allowed to be moved through any personnel or handicapped access doors.

### **Dock/Elevator Schedule**

You need to work closely with your general service contractor regarding freight move-in/out. A detailed production and dock door usage plan from the contractor is required to schedule dock space and service elevators. Your Event Manager will give a Dock/Elevator Schedule form to you. This schedule should be passed along to your general service contractor for their completion and returned 15 days prior to your event.

All freight doors will be closed one hour prior to show opening each day of any show. One door has been identified in each hall to allow show site deliveries during show hours. This procedure has been implemented to provide a more safe and secure

environment at McCormick Place during show hours. It also allows supports efficient ventilation (heat or cool) of the show floor prior to opening.

When developing your freight schedule, please review the days and times that are outlined on your license with your general service contractor. Access to docks, exhibit space or meeting rooms outside the license schedule can result in additional license or service charges.

### **Truck Marshalling**

Located at 31st Street and Lake Shore Drive, McCormick Place offers a full service truck marshalling facility on its premises. Services include a certified truck scale, 24-hour staff, 24-hour convenience/vending center and security cameras. Fees are charged for entrance, overnight storage and scale use. For directions to the truck marshalling yard, over the road freight carriers can call the automated information line at 312-808-3161 or visit our website [www.mccormickplace.com](http://www.mccormickplace.com) and find direction to Lot B.

### **Advance Shipping**

Freight shipped to McCormick Place or to our truck marshalling facility before your licensed move-in date will not be accepted. If you wish to ship freight prior to your move-in, please contact your general service contractor who may have warehousing facilities available.

### **Crate Storage**

A limited amount of on-site crate storage near your exhibit hall is included in your license agreement, and accommodates the needs of most shows. Should you need additional crate storage, written approval must be obtained from your Event Manager. Please share the following guidelines with your general service contractor:

- Crate storage is permitted only in designated areas.
- If adequate crate storage is not available in the designated areas, limited additional crate storage may be allocated in trailer bays when no trucks, trailers, forklifts, etc. are in the bays. No mixing of crate storage and machine storage is allowed. Written approval from McCormick Place is required for storage in trailer bays.
- Storage is not permitted in front of exit doors, exit stairs, fire hydrants, fire standpipe connections, air intakes or roadways.
- Storage is not permitted within 8 feet of the perimeter walls or windows of Lakeside Center.
- Storage is not permitted within 30 feet of the west wall and 50 feet of the east wall in the North Building.
- Storage is not permitted within 10 feet of the upper deck perimeter walls.
- All areas near exits and fire hydrants must remain totally clear to the roadway, and must maintain the current width.

## **HANGING SIGNS**

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.

- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## **HVAC and LIGHTING**

Heating and air-conditioning are not provided during move-in/move-out, unless the City of Chicago issues a heat or cold advisory. If you request heat or air-conditioning during move-in/move-out in the absence of a heat or cold advisory, there will be an hourly rate assessed. During the operating hours of the event dates, McCormick Place will supply the premises with normal and reasonable amounts of ventilation. Full lighting will be provided to both meeting rooms and exhibit halls during event days and hours. During move-in and move-out, 25% lighting will be provided in exhibit halls.

## **INSURANCE**

Refer to the License Agreement for insurance requirements.

## **LABOR UNIONS**

The following information is a general overview of the labor unions that work at McCormick Place. The general service contractor and audio visual provider will provide more information regarding the trades that they employ.

McCormick Place Exhibitor and Technical Services will provide the following labor:

- **Communication Service Technicians:** Responsible for the installation, repair and dismantle of all voice and data service including fiber optics and Internet and Cable TV installations, as well as performing all in-booth voice and data wiring of exhibitor-owned telecommunications equipment.

- **Audio Technicians:** These electricians are responsible for the audio in the meeting rooms when using the McCormick Place house sound system.

Your general service contractor will arrange for most of the personnel needed to perform services that are covered by union jurisdictions in the exhibit hall.

- **Carpenters:** They are responsible for uncrating exhibits and display materials, installing and dismantling exhibits including cabinets and machinery, installing and dismantling scaffolding and ganging chairs.
- **Decorators:** They are responsible for hanging signs and installing all drapes, cloth and/or tucked fabric panels.
- **Riggers:** They move machinery and also unload trucks. They are responsible for uncrating, un-skidding, positioning and re-skidding all machinery.
- **Teamsters:** They unload and move freight from the loading dock to the exhibit booth. Teamsters drive fork lifts.

McCormick Place no longer provides electrical or plumbing service through our in-house division, Exhibitor and Technical Services. Show Management now has the ability to choose their electrical service contractor from an approved McCormick Place Utility Provider list. This list is available from your Event Manager.

- **Electricians:** Responsible for assembly, installation and dismantle of any equipment that uses electricity as a source of power and draws power from the building electrical system. In addition, they are responsible for electrical wiring, hookups and interconnections, electrical signs, video and audio cabling.
- **Plumbers:** Responsible for all plumbing, including the installation and tear out of tanks, compressed air, water, drain, natural gas, bottled pressurized gases, water filling and draining of tanks, installation of all venting to the atmosphere, anchoring and welding.

Your audio visual provider employs the following:

- **Projectionists:** They are responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to, motion picture, video, laser, slide and film used for the projection of an image on a screen or surface. The Projectionists (IATSE Local 110) will install projection equipment and build screens with dimensions smaller than 10½' x 14'. Anything larger will be assembled by the Stagehands (IATSE Local 2).
- **Stagehands:** They are responsible for work in production areas (live or programmed presentations such as General Sessions, Meetings, Entertainment, or other performances or demonstrations using powered lighting, sound, and/or AV equipment).

### **Event Appointed Contractor (EAC)**

McCormick Place registers all EAC company's working in the facility. This registration process is subject to an annual fee and provides the following services:

- Verifies insurance to protect both our customers and the facility.
- Supports the McCormick Place badge program that helps to secure the facility.
- Supports the facility protection program that is in place.
- Addresses professional conduct that is expected of all contractor personnel that work in the facility.

EAC companies that are not registered will not be allowed to work on the property. The following information must be sent to your Event Manager 30 days prior to the show so we can insure that all companies comply with established procedures:

- A list of EAC company names, contacts, addresses, phone numbers and email addresses
- The booth numbers that they will be working in OR exhibitors they are working for

McCormick Place does not require additional service fees from Show Management when using independent or event-appointed contractors. If your organization has any policy restrictions on EAC use, please inform your Event Manager.

### **LOST and FOUND**

Our Security Department will work closely with your security contractor to take possession of items and provide secure storage. Items turned over will be held for 90 days. Once items have been turned over, the Security Department of McCormick Place provides a lost and found program that is accessible through a link located on the home page of the McCormick Place website.

### **MEDIA**

Please discuss with your Event Manager if you will have local or national media as part of your event. Items to discuss include designated locations for satellite trucks, media parking, and other facility needs (i.e. access to docks, lighting levels, security).

### **PUBLIC ADDRESS SYSTEM**

McCormick Place is equipped with an emergency communication system that is for the exclusive use of building security and emergency officials. A dedicated PA system can be installed in exhibit halls for your event. A one-time installation charge will be assessed for the duration of your event.

### **SECURITY**

McCormick Place provides a Security Command Center that oversees campus activity. Personnel patrol and monitor facility public areas, parking lots and perimeters. Security staff is available 24 hours a day, 365 days a year. Personnel respond to all incidents

outside of the exhibit hall and, when requested, will assist persons with disabilities. In general, McCormick Place Security focuses on the following:

- Patrol of facility grounds and parking lots
- Closed-circuit television surveillance of selected public and exterior areas
- Limited surveillance of show floor, loading docks and shipping activities
- Meeting room security using alarms and locking systems
- A safe environment for event attendees and exhibitors

The organizer/planner is responsible for the safety and security of attendees and exhibitors in licensed space, i.e. exhibit halls and meeting rooms. To fulfill this responsibility an independent event security company should be hired by the organizer/planner to focus on the following:

- Control access into licensed exhibit halls and meeting rooms
- Security for booths
- Security for show materials being moved in and out of McCormick Place
- Compliance with the regulations and policies of McCormick Place, City of Chicago, State of Illinois and the federal government

### **Security Plan**

McCormick Place Security Department has extensive experience in managing industry and public events. They are interested in developing and maintaining an excellent working relationship with your selected event security company. To achieve success in our mutual goal of smooth coordination and compliance with City of Chicago ordinances, we ask that your security contractor provide the following:

- Current proof of insurance, which will be kept on file with McCormick Place.
- Copy of security license issued by the State of Illinois
- A preliminary security plan for the contracted event which identifies the number of personnel, their designation (supervisor, officer, floater), location of the assignment and the hours of the assignment no less than 30 days prior to move-in.
- A final security plan submitted one week prior to move-in.
- Armed guards are not permitted without written consent 30 days prior to move-in.

The Security Department does not mandate the number of security officers you must employ. However, they are prepared to assist you with identifying security needs.

### **Identification Badge Program**

To provide an enhanced level of security for tradeshow organizers and exhibitors, McCormick Place has introduced a mandatory badge policy. This includes personnel from general service contractors, event appointed contractors (EACs) and the union labor they hire. Everyone accessing the show floor has McCormick Place identification badge. This badge provides a picture ID as well as a name. The badge can easily slip into event-provided badge holders when planners need to differentiate access during move-

in, operation and move-out. For more information on this program, contact the Event Manager.

### **Meeting Room Security**

It is suggested that you provide security guards for meeting rooms or public space areas where extensive equipment or computer setups are used.

In addition to overall facility security, the following services are also available to event planners by our Security Department:

- **Exhibits in Ballrooms:** McCormick Place Security guards are required to monitor move-in and move-out of a ballroom when used for exhibits. Labor will be billed at prevailing rates.
- **Special VIP Access:** Please advise when you have government officials, VIP speakers or entertainers confirmed so a plan can be developed for their arrival and departure.
- **Meeting Room Access:** Event planners have the option of designating specific opening and locking times for rooms used as offices, work rooms or sessions with extensive equipment setups.
- **Meeting Room Keys/Keycards:** Event planners may request keys for primary members of their event team.

### **Door Schedule**

We can program room doors to open/close at specific times. Chains or other locking mechanisms on any meeting room door cannot be used without prior written permission from McCormick Place. Requests should be accompanied by proposed procedures to protect hardware and paint finish. For safety and emergency purposes, the Security Department must also have a copy of keys. Unapproved locks will be removed.

### **Keys/Keycards**

You are able to secure your rooms as follows:

- Keys are issued for North Building meeting rooms, except N426 and N427.
- Programmed keycards which are part of a centrally controlled locking system are issued for Lakeside Center, South Building and West Building meeting rooms, with the following exceptions in Lakeside Center:
  - E253 A-D rooms (flex rooms) are secured by keys.
  - E272 is not keyed at all and must be accessed by McCormick Security.

Rooms may be opened and locked to your specifications. If you want to lock out a room, we can arrange for your exclusive access, completely closing access by facility personnel (i.e., housekeeping, electricians, catering). However, McCormick Place Security will have access to rooms at all times due to emergency considerations.

When a key is lost or stolen, we must re-core the locks to safeguard future room users. The planner will be charged \$75 for lost or unreturned keys and \$150 for lock re-coring. We require that swipe cards be returned so that they may be reprogrammed.

## **SEGWAYS**

Segways are allowed in the McCormick Place facility, as long as they are operated with care and diligence with regard to the user's safety and the safety of others. Attendees are not permitted to use segways in the facility. We do allow Show Management to use them in public space, exhibit halls or meeting rooms. Users should use elevators and not escalators or stairways to go between levels. Exhibitors can use them in their booth areas, but must obtain permission from the event organizer. A listing of users should be sent to your Event Manager, who will then advise McCormick Place Security. Segways used in the facility must not exceed 8 mph, must avoid high-traffic areas and should never be left unattended. If guidelines are not followed McCormick Place reserves the right to revoke these privileges.

## **SMOKING POLICY**

McCormick Place is an active supporter of providing smoke-free environments for its customers and employees. Directed by a City of Chicago Ordinance, smoking is not allowed in any enclosed space, including exhibit halls, meeting rooms, restaurants, lobbies, hallways and garage areas. Smoking is also prohibited within 15 ft. of any entrance. An area map showing the designated outdoor areas where smoking is allowed can be found on the McCormick Place website.

## **SUSTAINABILITY**

McCormick Place is committed to sustainability through partnership with contractors, vendors and you. Complete information about the overall facility program can be found on our website: [http://mccormickplace.com/about\\_us/green/sustain\\_topics.html](http://mccormickplace.com/about_us/green/sustain_topics.html).

## **TAXES, PERMITS and LICENSES**

Your license agreement states that you must comply with all state and local tax, permits and license requirements. To aid you in determining your liability, here is a brief outline of those taxes, permits and licenses that apply to events held at McCormick Place. If you have questions contact your Event Manager.

McCormick Place - Federal Tax ID Number: 36-6009091

McCormick Place - Illinois Tax ID Number: E9988509303

### **Tax Rates as of January 2013**

**Sales:** 9.25%

**Communication:** 7% City and 7.5% State, or 14.5% total

**Amusement:** 12% for events in McCormick Place; 5% for events in Arie Crown Theater



## **Exemptions**

If your organization is eligible for exemptions to any of the taxes presented based on its business purpose (501(C)(3), etc), specific applications may be required.

*NOTE: Organization exemptions do not cover the communication taxes listed.*

## **Taxpayer Identification**

Your Sales Manager will ask for a W9 form to be submitted. In addition, an Illinois Business Registration Form must be filed with the State of Illinois:

Illinois Department of Revenue  
City Hall, Room 107  
121 N. LaSalle Street  
Chicago, IL 60602

Exhibitors/Vendors: Your exhibitors/vendors also need to apply for a Taxpayer Identification Number and register as an Illinois Business.

## **Sales Tax**

If your show or association sells point-of-purchase merchandise including souvenirs, or participates in late selling/post-show direct selling merchandise, you are responsible for seeing that you and your exhibitors and/or vendors are properly registered.

## **Communications Tax**

Both city and state interests are combined in this tax on telecommunications and Internet services. Taxes are applied to services and usage.

## **Amusement Tax**

If your event is open to the public and you collect a registration or admission charge, you need to file for an Amusement Tax. Applying the appropriate rate on your gross receipts, the payment is due on the last day of the month immediately following the month when fees are received. For your convenience, McCormick Place will file the tax and deduct the proper tax amount from the box office receipts on the last day of the show, before returning your proceeds. If your organization is exempt from paying the Amusement Tax, you will need to file for an exemption by contacting the Tax Administration office previously listed.

## **Casinos, Gambling Functions, Door Prizes**

Only not-for-profit organizations based in Chicago can hold raffles, gambling-themed activity or distribution of door prizes. If your organization qualifies under this guideline, here are three options to consider:

1. Raffle License: Contact the City of Chicago, Customer Service 312-747-4747
2. Las Vegas Night License: Contact the Illinois Department of Revenue, Office of Bingo and Charitable Games, 217-524-4164.

3. Door Prizes: If money is not exchanged during your event (including admission or registration fees) for attendees to qualify to win door prizes, and those door prizes do not include cash, licensing is not required.

## **WEAPONS and DRUG PARAPHERNALIA**

To assist you in planning and managing your exhibition at McCormick Place, we wish to bring to your attention laws that affect exhibit activity. The display or sale of weapons and drug paraphernalia is regulated in all states. These same laws apply to exhibitions as well as retail enterprises. The following information summarizes the intent. You and your exhibitors need to be aware of these codes; any display activity will be closed immediately. If you have questions, please contact your Event Manager.

### **Weapons**

The sale and/or distribution of deadly weapons are unlawful in the City of Chicago unless the potential seller has obtained a weapons dealer license from the City of Chicago. Deadly weapons include, but are not limited to, pistols, revolvers and other firearms, daggers, stilettos, billies, derringers, bowie knives, dirks, stun guns or tasers or other deadly weapons that can be concealed on the person. See Chapter 4-144 of the City of Chicago Code of Ordinances. This same ordinance also prohibits the display of deadly weapons in showcases or show windows, on counters or in any public manner.

Possession of firearms in the City of Chicago is also strictly regulated. Firearms may be possessed only by law officers and members of the military in the performance of their duties. They may also be possessed by other persons in limited circumstances such as: manufacturers or transporters when weapons are not accessible and persons transporting weapons in a nonfunctioning state. See Chapter 8-20 of the City of Chicago Code of Ordinances. Generally, carrying a concealed weapon is illegal.

This is not meant to be an exhaustive list of all laws, statutes, ordinances and regulations relating to deadly weapons. All persons using McCormick Place property are required to comply with all laws, statutes and ordinances and there may be others that are also relevant to the issue. McCormick Place Security and Loss Prevention have final approval.

### **Drug Paraphernalia**

The sale of drug paraphernalia is unlawful in the State of Illinois. Drug paraphernalia includes, but is not limited to, kits for manufacturing, processing or preparing a controlled substance, isomerization devices, testing equipment, objects used for ingesting or inhaling a controlled substance (e.g. water pipes, bonges, miniature cocaine spoons). See 720 ILCS 600/1 et. seq. and Chapter 7-24, Article II of the City of Chicago Code of Ordinances.

This is not meant to be an exhaustive list of all laws, statutes, ordinances and regulations relating to drug paraphernalia. All persons using McCormick Place property

are required to comply with all laws, statutes, ordinances and regulations and there may be others that are also relevant to the issue. McCormick Place Security and Loss Prevention have final approval.

# APPENDIX A

## ROOM SETS & SERVICES

### MEETING ROOMS AND BALLROOMS

#### Definitions of Room Usage

Meeting room functions are separated into two general categories:

**Meeting:** Any educational session, committee meeting or food and beverage function using traditional meeting room setup (such as schoolroom, theater or banquet style).

**Non-Meeting:** Rooms sets as exhibits, service desks, show offices, registration areas and contractor/vendor material holding area. A separate license agreement is required for rooms used for exhibits, and a rental fee may be charged for contractor/vendor holding areas.

#### Meeting Room Equipment

Tables, chairs, risers, dance flooring, etc., is available within the limits of the McCormick Place inventory. Equipment from McCormick Place inventory that is provided beyond standard ballroom/meeting room setup will be charged at prevailing rates. These rates include labor unless otherwise indicated.

If additional meeting room equipment is required above our inventory, at-cost rental fees will be charged to the planner in addition to the hourly labor rate to setup.

#### Setup Guidelines

The Event Management Department manages the meeting room operations as it relates to event activity. Their responsibilities include setup, security and maintenance. Questions on or changes to lease requirements as well as reserving the meeting rooms/public space you will need for your event should be discussed with your McCormick Place Sales Manager. Be sure to consider move-in and move-out days – setup and tear out time must be reserved in advance to assure adequate time for your contractors and for McCormick Place personnel to service your event cost effectively.

The first setup of a meeting room is included in the license fee. Changes to that set, including the addition or removal of equipment, will be charged a set change fee.

#### Ordering Room Setups and Services

The following checklist should be used when working with your Event Manager to order room setups and services 30 days prior to move-in:

- Event name and date

- Starting and ending time
- Room location
- Seating configuration with floor plans
- Equipment provided by contractors (general service contractor, AV contractor, computers, etc.)

To assure that your needs do not exceed the capacities of the meeting room, please coordinate setups with your Event Manager. Setup/spec sheets accompanied by floor plans are the best way to convey your needs. When possible, room setups and services should be turned over in room order, sorted by date and time. When rooms are used for non-meeting activity, elaborate production setups, or set by outside contractors, floor plans are required 45 days prior to move-in and will be reviewed by Fire Safety before setup can begin.

### **Seating Configurations**

When you request the use of a meeting room, you will be given a choice of seating arrangements:

- Theater for educational or informational presentations
- Classroom for workshops or presentations where the audience needs a table surface
- Conference, hollow square or u-shape for committee or board meetings
- Round tables for banquet functions

### **Standard Setup, Services and Equipment**

The following is included in the initial set:

- One (1) standard setup (conference, hollow square, u-shape, theater or classroom)
- One (1) non-lit lectern (standing or table)
- One (1) wired microphone (lectern, lavalier, standing or table)
- Three (3) 6 ft. x 8 ft. risers including stairs (available in 16/24/32 inch heights)
- Water service for lectern/head table
- One (1) water station for conference/hollow square/u-shape setups
- Four (4) 6 ft. covered and skirted tables upon request

Applicable rates will be charged if more items are needed (such as additional microphones, direct inputs, etc.). A complete equipment list and current pricing will be sent to you during the early stages of planning.

### **Set-Change Fees**

- Changes to the initial setup as well as additional changeovers will be subject to a set-change fee. The set-change fee includes all meeting room equipment, labor to set the room and labor to pull/install walls if applicable.
- If a changeover must occur within a limited time period, labor fees that are incurred to accomplish the task will be charged instead of a flat set-change fee. For example: A changeover from banquet for 3,000 to theater for 4,000 in 2 hours.

## **Support Equipment and Specialized Setups**

In addition to standard seating, services and equipment, the following list will provide information about support equipment as well as specialized event setups.

### **Meeting Rooms**

- Sessions or meetings (education, business or committee): Up to 4-6 ft. tables with linen and skirt will be provided. Tables can be used for registration, handouts and/or head tables.
- Medical labs: McCormick Place will provide 1 table with linen and skirt outside the room. All other tables must be secured through a service contractor.
- Computer labs: Tables with linen and skirt will be provided for the first row; all other tables will only have linen (no skirt). Additional table skirting will be provided at the prevailing rate.
- Exhibits (table top): Tables and chairs are provided by your general service contractor. For events that do not have a service contractor, McCormick Place will provide this equipment at the prevailing rate.
- Offices: McCormick place will provide up to 4-6 ft. tables with linen and skirt or 4 round tables with linen for each show management office upon request. If you do not have a general service contract, additional tables can be provided at the prevailing rate. Note: Tables required for food service are complimentary.
- Staging Rooms: McCormick Place will provide up to 4-6 ft. or round tables without linen and skirt for each contractor staging room upon request.
- Risers: 3-6 x 8 ft. riser sections available in 16/24/32 inch heights are included in the basic set. Onsite changes to risers/stages are subject to a labor charge. Additional risers will be charged per section at the prevailing rate.

### **Ballrooms**

- General session and/or any production type events: The facility will provide linen and skirts for tables used for front-of-house support areas such as literature/handout/award tables, media/press, etc. Tables without linen will be provided for back-of-house operations.
- Risers/Staging:
- E354, S100 and S406: The facility will provide 12 risers available in heights not to exceed 32 inches in height at no charge. When these rooms are divided, the facility will provide 6 risers at no charge per section.
- W375: The facility will provide 30 risers not to exceed 40 inches in height at no charge. When the room is divided, the facility will provide 6 risers at no charge per section.
- Onsite changes to risers/stages are subject to a labor charge.
- Additional risers will be charged at the prevailing rate.
- Exhibits: Tables and chairs are provided by your general service contractor. If you do not have a service contractor, McCormick Place will provide this equipment at the prevailing rate.

### **Exhibit Halls**

Tables, chairs and risers for Exhibitors should be provided by the general service contractor.

Tables, chairs and risers provided in an exhibit hall for Show Management will be charged at the prevailing rate with the following exceptions:

- Food Service (hosted or concession): Tables and chairs used for guest seating or function operation will be supplied by McCormick Place at no charge.

#### **Public Space**

- Event administrative areas: Event administrative areas are defined as those that are open to all attendees and exhibitors and support the overall event activity; examples include speaker centers, internet cafes, product locators, message centers, email stations, etc. If the event has a general service contractor, McCormick Place will not provide tables or chairs for any service area. For events that do not have a general service contractor, McCormick Place will provide tables and chairs at the prevailing rate.
- Overflow seating areas: McCormick Place will provide round, high and/or low cocktail round tables for seating at no charge for requests received prior to move-in. Onsite requests will be honored based on available inventory and will be subject to the prevailing rate.
- Concession areas: McCormick Place will provide appropriate tables for these areas at no charge. Your Event Manager and SAVOR...Chicago Catering Manager will work together on these requests.
- Risers: Risers used for ribbon cutting ceremonies will be provided at no charge. Risers used for other presentations will be charged per section at the prevailing rate.

#### **Non-meeting Functions**

Equipment and furniture used in rooms set for offices, registration, services desks and areas used for equipment/material staging are provided by the general service contractor.

When meeting rooms and ballrooms are used for exhibits; discussions with your Event Manager need to take place. They will provide you with specific rules and regulations (i.e. floor protection, security needs, floor plan review).

#### **Lighting**

The lighting system in meeting rooms and ballrooms is a combination of florescent and incandescent lights. Full lighting in meeting rooms and ballrooms is provided one hour before the published start of an event unless otherwise requested by the event organizer.

Ceiling lights tracks for podium spotlights are available throughout the facility:

- South Building: S100 Grand Ballroom, Rooms S102, 103, 104, 105, 106; S401, 402, 403, 404, 405
- Lakeside Center: E258-E265; E350-E352; E353; E450 and E451

**Water Service**

The following options are available to planners who want to provide water service at their functions:

- Bottled water can be purchased through the exclusive caterer for McCormick Place.
- Water dispensers can be secured through outside suppliers. For a list of these contractors, contact your Event Manager.
- City water can be provided by McCormick Place at prevailing rates for equipment and labor.

Water service is provided at no charge in the following locations:

- A water station will be placed in a meeting room that is set conference, u-shape or hollow square
- Water service is provided to all lecterns/head tables
- Water stations will be set in public space adjacent to meeting rooms used for program/education sessions. These stations will be set to accommodate multiple meeting rooms.



## APPENDIX B

### ARIE CROWN THEATER (ACT)

Located in Lakeside Center, the Arie Crown Theater is a professional theater that provides planners with a potential option for opening, keynote or corporate presentations. A key goal for the theater is to host tradeshow and convention business that will complement schedule performance activity.

See theater specifications on the ACT website: [www.ariecrown.com](http://www.ariecrown.com).

#### AMERICANS WITH DISABILITIES ACT (ADA)

The Arie Crown Theater (ACT) offers the following services to accommodate disabled guests:

- ACT is equipped with an assisted-hearing system.
- Seats located in Row Q can be removed to accommodate wheelchairs. Access to this row is via a hydraulic lift.
- The second box on both sides of the theater is also wheelchair accessible.

#### INSURANCE

Refer to the License Agreement for insurance requirements.

#### PRODUCTION ESTIMATES

Refer to the License Agreement for payment requirements.

#### FACILITY TEAM

##### In-House Personnel

Although your Event Manager remains a general contact for your theater event, both you and your audio/visual contractor will work with the following theater staff during the planning and operation phases of your function.

- **Production Manager:** The Production Manager's key responsibility is to as work with the organizer and their audio/visual contractors during the planning process and to insure that stage operations proceed as planned. The following individuals make up the team, and work under the Production Manager's direction:
  - *IATSE Technical Director:* This individual focuses on stage and labor operations. He works with the Production Manager to develop theater proposals.
  - *Operations Manager:* This individual would prepare volunteers and ushers for emergency procedures prior to doors opening.
  - *Door Man/Fire Guard:* This individual works during all days of your license agreement and monitors the theater backstage door as well as the theater onstage fire door. This person is billed out at prevailing rates.

- *Ramp Guard*: This individual works during all days of your license agreement and monitors access to the docks from a pre-approved Show Management list.

### **Union Personnel**

Labor jurisdictions in ACT are different than in McCormick Place due to its theatrical use. Several labor agreements must be negotiated; applications of agreement terms depend on the event type (i.e., performance/concerts vs. tradeshow/convention, a.k.a. industrial). The ACT has contractual agreements with the Theatrical Stage Employees Union, Local 2 (IATSE). This agreement notes that its members under the supervision of your audio/visual contractor must do all production work. A 6-person crew of all working department heads is the required minimum. Jurisdiction includes all production work on the stage, seating area and lobby.

In addition to IATSE, teamsters will be involved with the servicing of your event. The Production Manager will help you minimize your costs while providing the best service.

### **Ushers**

The Production Manager will work you to determine the needs inside the seating area of the theater.

### **Security**

ACT has the discretion to determine whether security is required during setup, operation or tear out. Planner may coordinate with ACT's designated security provider. In addition to the theater, security can also be hired to monitor the docks.

### **SERVICES**

#### **Box Office**

ACT can provide professional box office services for benefit concerts or presentations. Please contact the Production Manager to discuss your exact needs.

#### **Marquee**

ACT offers a multi-sided marquee that is available to announce your functions to attendees entering the theater from the Level 2 Lobby in Lakeside Center. Messages can be programmed to run at specific times throughout the day.

#### **Catering**

SAVOR...Chicago is the exclusive supplier of food and beverage for McCormick Place. Food can be brought in from outside concession outlets or caterers for the backstage area.

Alcoholic beverages may not be brought into the facility by outside sources. The Liquor Control Board regulates alcoholic beverages and service; SMG/SAVOR is responsible for the administration of these regulations.

**Registration Area**

A limited supply of skirted tables is available and can be setup in the ACT lobby upon request.

**Water Service**

Water service can be supplied for head table sets located on the stage as well as in backstage locations.

**Cleaning**

McCormick Place provides cleaning of both audience and backstage areas.

# McCormick Place Meeting Room Configurations

"/" Indicates Where A Wall Can Go

Pages 52-53

Room	All Of The Combinations That The Room Can Be Divided						Discuss With Event Manager
S100	S100 A/BC	S100 AB/C					*2 total rooms, B section can not be alone
S101	S101 A/B						
S102	S102 A/BC/D	S102 A/BCD	S102 AB/CD	S102 ABC/D	S102 AB/C/D		*3 total rooms, B section can not be alone
S103	S103 A/BC/D	S103 A/BCD	S103 AB/CD	S103 ABC/D	S103 AB/C/D		*3 total rooms, B section can not be alone
S104	S104 A/B						
S105	S105 A/BC/D	S105 A/BCD	S105 AB/CD	S105 ABC/D	S105 AB/C/D		*3 total rooms, B section can not be alone
S106	S106 A/B						
S400B							* 3 permanent rooms
S400C							* 3 permanent rooms
S401	S401 A/BC/D	S401 A/BCD	S401 AB/CD	S401 ABC/D	S401 AB/C/D	S401 A/B/CD	*3 total rooms
S402	S402 A/B						
S403	S403 A/B						
S404	S404 A/BC/D	S404 A/BCD	S404 AB/CD	S404 ABC/D	S404 AB/C/D	S404 A/B/CD	*3 total rooms
S405	S405 A/B						
S406	S406 A/B						*West Wall of 406B
S501	S501 A/BC/D	S501 A/BCD	S501 AB/CD	S501 ABC/D	S501 AB/C/D	S501 A/B/CD	*3 total rooms
S502	S502 A/B						
S503	S503 A/B						
S504	S504 A/BC/D	S504 A/BCD	S504 AB/CD	S504 ABC/D	S504 AB/C/D	S504 A/B/CD	*3 total rooms
S505	S505 A/B						
N126							
N127							
N128							
N129							
N130							
N131							
N132							
N133							
N134							
N135							
N136							
N137							
N138							
N139							
N140							
N226							
N227	N227 A/B						
N228							
N229							
N230	N230 A/B						
N231							
N426	N426 A/B/C	N426 A/BC	N426 AB/C				
N427	N427 A/BC/D	N427 A/BCD	N427 AB/CD	N427 ABC/D	N427 AB/C/D	N427 A/B/CD	*3 total rooms
N429							
E250							
E251							
E252							
E253	E253 A/BC/D	E253 A/BCD	E253 AB/CD	E253 ABC/D	E253 AB/C/D	E253 A/B/CD	*Can be an open space
	E253 A/B/C/D						
E254							
E255							
E256							
E257							
E258							
E259							
E260							
E261							
E262							
E263							

# McCormick Place Meeting Room Configurations

"/" Indicates Where A Wall Can Go

Pages 52-53

Room	All Of The Combinations That The Room Can Be Divided						Discuss With Event Manager
E264							
E265							
E266							
E267							
E268							*Arie Crown Theater
E269							*Arie Crown Theater
E270							
E271	E271 A/B						
E272A							*Is its own room
E272B							*Is its own room
E272C							*Is its own room
E272D							*Is its own room
E350							
E351							
E352							
E353	E353 A/B/C	E353 A/BC	E353 AB/C				
E354	E354 A/B						*Can be open space
E450	E450 A/B						
E451	E451 A/B						
W175	W175 A/B/C	W175 A/BC	W175 AB/C				
W176	W176 A/B/C	W176 A/BC	W176 AB/C				
W177							
W178	W178 A/B						
W179	W179 A/B						
W180							
W181	W181 A/B/C	W181 A/BC	W181 AB/C				
W182							
W183	W183 A/B/C	W183 A/BC	W183 AB/C				*Option for Registration
W184	W184 A/BC/D	W184 A/BCD	W184 AB/CD	W184 ABC/D	W184 AB/C/D		*3 total rooms, B section can not be alone
W185	W185 A/BC/D	W185 A/BCD	W185 AB/CD	W185 ABC/D	W185 AB/C/D		*3 total rooms, B section can not be alone
W186	W186 A/B/C	W186 A/BC	W186 AB/C				*W186 A/BC configuration; panel extends 1 foot
W187	W187 A/B/C	W187 A/BC	W187 AB/C				
W190	W190 A/B						*Option for Registration
W191							
W192	W192 A/B/C	W192 A/BC	W192 AB/C				
W193	W193 A/B						
W194	W194 A/B						
W195							
W196	W196 A/B/C	W196 A/BC	W196 AB/C				
W375	W375 A/B/C/D/E	W375 A/BCDE	W375 A/BC/DE	W375 A/BC/D/E	W375 A/BCD/E	W375 A/B/CDE	*W375A can open to central concourse
	W375 A/B/C/DE	W375 A/B/CD/E	W375 AB/C/D/E	W375 AB/CD/E	W375 AB/CDE	W375 AB/C/DE	
	W375 ABC/D/E	W375 ABCD/E	W375 ABC/DE				
W376							
W470	W470 A/B						
W471	W471 A/B						
W472							
W473							
W474	W474 A/B						
W475	W475 A/B						
W476							

**APPENDIX C**  
**MEETING ROOM CAPACITIES**  
**pages 54-59**

Ballrooms Room Number	Square Footage	Room Dimension *	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
<b>Level 1</b>						
S100	33,740	236' 0" x 148' 1"	23'	2, 998	1,499	1,800
S100a	16,760	147' 10" x 117' 10"	23'	1,490	745	894
S100bc	16,980	149' 5" x 118' 2"	23'	1,508	754	906
S100c	10,966	148' 1" x 87' 11"	23'	950	450	600
<b>Level 4</b>						
S406	21,365	149' x 155' 4"	34'8"	1,898	948	1,139
S406a	13,018	149' x 81' 2"	34'8"	1,156	578	694
S406b	8,347	111' 6" x 74' 2"	34'8"	742	370	445
<b>Meeting Room</b>						
Room Number	Square Footage	Room Dimensions *	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
<b>Level 1</b>						
S101	4,273	56' 10" x 79' 2"	20'	380	190	228
S101a	2,142	28' 6" x 79' 2"	20'	190	95	114
S101b	2,131	28' 4" x 79' 2"	20'	190	95	114
S102	8,224	114' x 74' 11"	20'	730	364	438
S102a	2,347	33' x 74' 11"	20'	210	105	126
S102bc	3,515	48' x 74' 11"	20'	310	154	186
S102d	2,362	33' x 74' 11"	20'	210	105	126
S103	8,211	114' x 74' 11"	20'	730	364	438
S103a	2,347	33' x 74' 11"	20'	210	105	126
S103bc	3,515	48' x 74' 11"	20'	310	154	186
S103d	2,362	33' x 74' 11"	20'	210	105	126
S104	4,276	56' 11" x 79' 1"	20'	380	190	228
S104a	2,138	28' 6" x 79' 1"	20'	190	95	114
S104b	2,139	28' 6" x 79' 1"	20'	190	95	114
S105	10,358	135' 2" x 75' 10"	20'	952	475	570
S105a	3,591	46' 3" x 75' 10"	20'	319	159	191
S105bc	3,532	44' 8" x 76' 1"	20'	314	157	188
S105d	3,591	46' 8" x 75' 10"	20'	319	159	191
S106	5,448	87' x 64' 6"	20'	484	242	290
S106a	2,724	43' x 64' 6"	20'	242	121	145
S106b	2,724	43' 6" x 64' 6"	20'	242	121	145
<b>Level 4</b>						
SA1a	2,167	38' x 87'	11'3"	Office Space	-	-
SA1b	2,167	38' x 87'	11'3"	Office Space	-	-
SA1c	2,094	36' 11" x 52' 10"	11'3"	Office Space	-	-
SA2a	2,161	38' 2" x 58' 4"	11'3"	Office Space	-	-
SA2b	2,088	38' 2" x 87'	11'3"	Office Space	-	-
SA2c	2,171	37' 11" x 87'	11'3"	Office Space	-	-
S400b	1,060	58' 2" x 20' 10"		Office Space	-	-
S400c		53' 8" x 20' 10"		Office Space	-	-

No provisions for audio-visual in capacities listed.

If any audio-visual equipment is added (e.g. - screens, projectors) capacities will diminish.

**APPENDIX C**  
**MEETING ROOM CAPACITIES**  
**pages 54-59**

Meeting Room Room Number	Square Footage	Room Dimensions *	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
S401	6,657	104' 7" x 65' 6"	17'6"	596	297	357
S401a	2,174	34' 4" x 65' 6"	17'6"	194	97	117
S401bc	2,305	36' x 65' 6"	17'6"	206	103	123
S401d	2,177	34' 4" x 65' 6"	17'6"	194	97	117
S402	4,360	69' 1" x 65' 6"	17'6"	386	192	232
S402a	2,193	34' 8" x 65' 6"	17'6"	193	96	116
S402b	2,167	34' 4" x 65' 6"	17'6"	193	96	116
S403	4,339	68' 7" x 65' 6"	17'6"	388	194	232
S403a	2,169	34' 4" x 65' 6"	17'6"	194	97	116
S403b	2,170	34' 4" x 65' 6"	17'6"	194	97	116
S404	6,553	104' x 65' 6"	17'6"	588	294	352
S404a	2,102	33' 4" x 65' 6"	17'6"	188	94	113
S404bc	2,297	36' 1" x 65' 6"	17'6"	206	103	123
S404d	2,154	34' 5" x 65' 6"	17'6"	194	97	116
S405	4,432	69' x 65' 6"	17'6"	394	196	236
S405a	2,216	34' 6" x 65' 6"	17'6"	197	98	118
S405b	2,216	34' 6" x 65' 6"	17'6"	197	98	118
<b>Level 5</b>						
S501	4,870	104' 7" x 48' 6"	17'6"	438	218	262
S501a	1,589	34' 5" x 48' 6"	17'6"	142	70	85
S501bc	1,693	36' x 48' 6"	17'6"	154	78	92
S501d	1,588	34' 2" x 48' 6"	17'6"	142	70	85
S502	3,180	68' 6" x 48' 6"	17'6"	282	140	168
S502a	1,593	34' 4" x 48' 6"	17'6"	141	70	84
S502b	1,587	34' 4" x 48' 6"	17'6"	141	70	84
S503	3,189	68' 8" x 48' 6"	17'6"	284	142	170
S503a	1,596	34' 4" x 48' 6"	17'6"	142	71	85
S503b	1,593	34' 4" x 48' 6"	17'6"	142	71	85
S504	4,834	104' 1" x 48' 6"	17'6"	430	214	257
S504a	1,549	33' 7" x 48' 5"	17'6"	138	69	82
S504bc	1,688	35' 8" x 48' 5"	17'6"	151	75	90
S504d	1,597	34' 10" x 48' 5"	17'6"	141	70	85
S505	3,204	69' x 48' 5"	17'6"	286	142	172
S505a	1,604	34' 6" x 48' 5"	17'6"	143	71	86
S505b	1,600	34' 6" x 48' 5"	17'6"	143	71	86

No provisions for audio-visual in capacities listed.

If any audio-visual equipment is added (e.g. - screens, projectors) capacities will diminish.

**APPENDIX C**  
**MEETING ROOM CAPACITIES**  
**pages 54-59**

Meeting Room Room Number	Square Footage	Room Dimensions	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
<b>Level 1</b>						
N126	802	28' 5" x 28' 4"	11'11"	70	36	32
N127	842	28' 5" x 29' 11"	11'10"	74	42	40
N128	1,043	36' 11" x 28' 4"	11'11"	95	51	48
N129	1,014	35' 8" x 28' 5"	11'11"	85	44	40
N130	853	29' 11" x 28' 6"	11'11"	77	39	40
N131	803	28' 4" x 28' 4"	11'11"	64	36	40
N132	807	28' 6" x 28' 4"	11'11"	64	36	40
N133	855	30' x 28' 6"	11'11"	77	39	40
N134	1,005	35' 7" x 28' 3"	11'11"	85	44	40
N135	1,585	56' 2" x 28' 4"	12'	152	78	80
N136	1,734	58' 5" x 29' 11"	12'	180	87	80
N137	1,651	58' 5" x 28' 4"	11'11"	167	81	80
N138	1,652	58' 6" x 28' 4"	10'	169	81	80
N139	1,729	58' 6" x 29' 8"	12'	169	87	80
N140	1,708	58' 4" x 29' 10"	12'	162	86	80
<b>Level 2</b>						
N226	3,406	58' 6" x 58' 5"	13'11"	286	168	160
N227	5,998	129' 10" x 45' 10"	15'11"	589	297	352
N227a	1,874	45' 10" x 39' 11"	15'11"	144	81	72
N227b	4,124	89' 10" x 45' 10"	15'11"	420	206	224
N228	5,205	89' 5" x 58' 5"	15'11"	494	258	280
N229	3,366	58' 5" x 58' 4"	13'11"	270	165	152
N230	5,010	108' 4" x 45' 10"	15'10"	455	249	272
N230a	1,840	45' 10" x 39' 2"	15'10"	144	84	72
N230b	3,170	69' 1" x 45' 10"	15'10"	300	156	144
N231	3,384	58' 4" x 58' 5"	13'11"	250	169	152
<b>Level 4</b>						
N426**	7,037	121' x 58' 8"	17'6"	624	312	374
N426a**	2,295	39' 6" x 59' 8"	17'6"	204	102	122
N426b**	2,438	41' 6" x 58' 9"	17'6"	216	108	130
N426c**	2,300	39' 5" x 59' 8"	17'6"	204	102	122
N427**	7,539	129' x 58' 8"	17'6"	666	333	400
N427a**	1,887	32' 5" x 58' 8"	17'6"	166	83	100
N427bc**	3,768	64' 10" x 58' 8"	17'6"	334	167	200
N427d**	1,882	32' 4" x 58' 8"	17'6"	166	83	100
N429**	944	79' 2" x 12' 4"	17'6"	Office Space		

No provisions for audio-visual in capacities listed.

If any audio-visual equipment is added (e.g. - screens, projectors) capacities will diminish.



**APPENDIX C**  
**MEETING ROOM CAPACITIES**  
**pages 54-59**

Ballrooms Room Number	Square Footage	Room Dimensions	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
**E354	44,754	299' 8" x 108' 11"	48'	4,010	1,986	2,380
**E354a	22,377	177' 4" x 149' 11"	48'	2,005	993	1,190
**E354b	22,377	177' 4" x 149' 11"	48'	2,005	993	1,190
E450	14,550	177' 0" x 82' 6"	20'6"	1500	726	968
E450a	7,212	88' 7" x 82' 6"	20'6"	628	360	432
E450b	7,338	88' 5" x 82' 5"	20'6"	775	366	440
E451	12,115	125' 3" x 83' 10"	20'4"	1,314	603	672
E451a	5,228	63' 4" x 83' 10"	20'4"	504	261	288
E451b	6,884	61' 11" x 84' 10"	20'4"	634	342	392
Meeting Room Room Number	Square Footage	Room Dimensions	Ceil. Ht.	Theater Capacity	School Rm. Capacity	Banquet Capacity
E250	966	36' 9" x 25' 8"	10'		Show Office	
E251	955	36' 8" x 25' 5"	12'	50	48	48
E252	2,289	40' 8" x 56' 1"	12'1"	50	48	48
E253	6,678	53' 1" x 126' 0"	13'11"	744	333	384
E253a	1,840	53' 1" x 36' 0"	13'11"	189	90	80
E253b	1,612	53' 1" x 30' 0"	13'11"	173	78	64
E253c	1,612	53' 1" x 30' 0"	13'11"	173	78	64
E253d	1,613	53' 1" x 30' 0"	13'11"	173	78	64
E254	1,190	49' 4" x 22' 6"	8'4"		Show Office	
E255	1,439	57' 1" x 25' 2"	14'1"	153	72	56
E256	1,445	57' 7" x 25' 0"	14'1"	153	72	56
E257	1,214	49' 1" x 22' 7"	12'	50	48	40
E258	2,718	56' 1" x 48' 4"	11'11"	252	135	128
E259	1,353	51' 9" x 26' 0"	12'	138	60	64
E260	1,034	39' 6" x 26' 1"	12'	102	51	40
E261	1,032	39' 7" x 26' 0"	12'	102	51	40
E262	1,039	39' 8" x 26' 1"	12'	102	51	40
E263	1,023	39' 7" x 26' 2"	12'1"	102	51	40
E264	1,032	39' 5" x 26' 1"	11'10"	102	51	40
E265	2,723	56' 2" x 48' 6"	12'	252	135	128
E266	1,123	43' 8" x 25' 6"	12'	50	48	48
E267	1,096	43' 8" x 26' 0"	11'11"	102	54	56
E270	2,736	74' 2" x 36' 11"	12'1"	275	135	120
E271	5,812	104' 2" x 56' 0"	12'	623	288	312
E271a	3,422	61' 4" x 56' 0"	12'	360	168	160
E271b	2,380	42' 11" x 56' 0"	12'	234	108	152
E272a	412	31' 11" x 13' 0"	9'	41	18	24
E272b	387	31' 8" x 12' 2"	9'	34	18	24
E272c	382	31' 10" x 12' 1"	9'	34	18	24
E272d	468	31' 8" x 15' 3"	9'	40	21	24
E350	4,900	88' 1" x 56' 5"	11'	345	Fixed	Seating
E351	4,901	88' 1" x 56' 5"	11'	300	Fixed	Seating
E352	4,913	88' 1" x 56' 5"	11'	300	Fixed	Seating
E353	12,904	153' 7" x 83' 8"	15'11"	1,346	642	696
E353a	3,170	80' 2" x 37' 7"	15'11"	248	156	144
E353b	4,677	83' 8" x 56' 0"	15'11"	400	234	240
E353c	5,041	83' 9" x 60' 3"	15'11"	400	249	256

No provisions for audio-visual in capacities listed.

If any audio-visual equipment is added (e.g. - screens, projectors) capacities will diminish.

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**MEETING ROOM CAPACITIES**  
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Ballroom Room Number	Square Footage	Room Dimensions	Ceiling Height	Theater Capacity	School Rm. Capacity	Banquet Capacity
<b>Level 3</b>						
W375	103,760	481' x 208'8"	Varies	10,000	5,001	5,550
W375a	16,859	72'9" x 208'8"	Varies	1,680	840	930
W375b	19,122	89'8" x 208'8"	Varies	1,768	844	980
W375c	19,197	90' x 208'8"	39'10"	1,768	844	980
W375d	19,197	90' x 208'8"	39'10"	1,768	844	980
W375e	29,387	138'6" x 197'3"	Varies	3,016	1,508	1,680
<b>Level 1</b>						
Meeting Room Number	Square Footage	Room Dimensions	Ceiling Height	Theater Capacity	School Rm. Capacity	Banquet Capacity
<b>Level 1</b>						
W175	4,396	*	20'	440	213	230
W175a	1,642	31'6" x 56'3"	20'	173	84	90
W175b	1,106	26' x 44'	20'	101	48	50
W175c	1,648	32'7" x 56'3"	20'	166	81	90
W176	4,409	*	20'	438	213	230
W176a	1,658	32'2" x 56'3"	20'	167	81	90
W176b	1,112	26'2" x 44'	20'	100	48	50
W176c	1,639	31'5" x 56'3"	20'	171	84	90
W177	784	27'4" x 30'	16'2"	71	36	40
W178	5,433	84' x 64'4"	20'	504	252	280
W178a	3,501	54' x 64'4"	20'	324	162	180
W178b	1,932	30' x 64'4"	20'	180	90	100
W179	5,433	84' x 64'4"	20'	504	252	280
W179a	3,501	54' x 64'4"	20'	324	162	180
W179b	1,932	30' x 64'4"	20'	180	90	100
W180	3,582	55'4" x 67'10"	20'	337	168	180
W181	6,031	83'4" x 74'6"	20'	554	273	300
W181a	2,091	28'2" x 74'6"	20'	189	93	100
W181b	1,931	27' x 74'6"	20'	179	87	100
W181c	2,009	28'2" x 74'6"	20'	186	93	100
W182	1,058	25'6" x 37'2"	16'2"	92	45	50
W183	13,612	163' x 78'	26'1"	1272	630	700
W183a	4,755	58'8" x 78'	26'1"	452	225	250
W183b	4,662	56' x 78'	26'1"	431	213	240
W183c	4,195	50' x 78'	26'1"	389	192	210
W184	8,864	118' x 79'6"	20'1"	843	414	460
W184a	2,292	30'11" x 79'6"	20'1"	221	108	120
W184bc	4,280	56' x 79'6"	20'1"	400	198	220
W184d	2,292	31' x 79'6"	20'1"	222	108	120
W185	8,864	118' x 79'6"	20'1"	838	414	460
W185a	2,292	30'11" x 79'6"	20'1"	220	108	120
W185bc	4,280	56' x 79'6"	20'1"	397	198	220
W185d	2,292	31' x 79'6"	20'1"	221	108	120
W186	4,067	73'1" x 51'8"	19'10"	374	186	200
W186a	1,012	25'11" x 37'1"	19'10"	94	48	50
W186b	1,063	29'5" x 37'1"	19'10"	94	48	50
W186c	1,992	36' x 51'8"	19'10"	186	90	100

No provisions for audio-visual in capacities listed.

If any audio-visual equipment is added (e.g. - screens, projectors) capacities will diminish.

**APPENDIX C**  
**MEETING ROOM CAPACITIES**  
**pages 54-59**

Meeting Room Number	Square Footage	Room Dimensions	Ceiling Height	Theater Capacity	School Rm. Capacity	Banquet Capacity
W187	5,791	102'7" x 53'	20'1"	540	267	280
W187a	1,871	33'1" x 53'	20'1"	175	87	90
W187b	2,206	36' x 53'	20'1"	189	93	100
W187c	1,893	33'6" x 53'	20'1"	176	87	90
W190	9,378	*	25'10"	948	474	520
W190a	5,239	58'5" x 97'1"	25'10"	522	261	290
W190b	4,139	58'2" x 74'1"	25'10"	426	213	230
W191	908	36'1" x 26'6"	16'2"	93	45	50
W192	6,961	*	20'1"	688	333	360
W192a	2,012	31'4" x 65'4"	20'1"	202	99	110
W192b	2,935	54' x 49'4"	20'1"	265	132	140
W192c	2,014	31'4" x 66'4"	20'1"	210	102	110
W193	3,013	68'11" x 48'6"	20'1"	268	129	140
W193a	1,532	33'8" x 48'6"	20'1"	137	66	70
W193b	1,481	31'2" x 48'6"	20'1"	131	63	70
W194	4,236	72'7" x 55'	20'	407	201	220
W194a	1,482	24'9" x 55'	20'	135	66	70
W194b	2,754	47'10" x 55'	20'	272	135	150
W195	1,712	34'4" x 52'1"	19'1"	153	75	80
W196	14,342	146'8" x 106'5"	24'10"	1321	654	720
W196a	4,800	51'3" x 106'5"	24'10"	424	210	230
W196b	4,743	44' x 106'5"	24'10"	473	234	260
W196c	4,799	51'3" x 106'5"	24'10"	424	210	230
<b>Level 4</b>						
W470	6,250	84' x 70'6"	17' 2"	587	291	320
W470a	3,123	42' x 70'6"	17' 2"	292	144	160
W470b	3,127	42' x 70'6"	17' 2"	295	147	160
W471	4,724	62'2" x 70'6"	17'	434	216	240
W471a	2,368	31'2" x 70'6"	17'	217	108	120
W471b	2,356	31' x 70'6"	17'	217	108	120
W472	797	20'10" x 41'	16'3"	62	30	30
W473	809	21'2" x 41'	16'4"	75	36	40
W474	4,724	62'2" x 70'6"	16'11"	434	216	240
W474a	2,356	31' x 70'6"	16'11"	219	108	120
W474b	2,368	31'2" x 70'6"	16'11"	215	108	120
W475	4,712	62' x 70'6"	17'	433	216	240
W475a	2,165	31'1" x 70'6"	17'	216	108	120
W475b	2,177	30'11" x 70'6"	17'	217	108	120
W476	2,011	50'2" x 36'4"	17'	182	90	100

No provisions for audio-visual in capacities listed.

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