



CLEANING GUIDELINES & DEBRIS REMOVAL

BALLROOMS & MEETING ROOMS

McCormick Place Responsibilities

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

Event Organizer 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.).

Event Organizer 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.
- On each loading dock, McCormick Place provides one open-top box, one waste/trash compactor, and one recycling compactor.

Event Organizer 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 Event Organizer 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 Event Organizer, Official Service Contractor and designated Cleaning 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 Event Organizer must make arrangements with their Cleaning 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 Event Organizer should be prepared to remove trash that may accumulate between the two 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 EXCLUSIVELY FOR FOOD & BEVERAGE EVENTS

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, Catering will clear debris.
- Whether the area is carpeted or not, the Cleaning Contractor will perform overnight maintenance (vacuuming, 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.

Event Organizer 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 Event Organizer 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.

Event Organizer 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, debris pickup 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 Event Organizer'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 Event Organizer (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 Event Organizer.
- The Event Organizer 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 Event Organizer (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 Event Organizer 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 Event Organizer chooses to use load packer trucks, McCormick Place will order the requested quantity. Please contact your Event Manager for current pricing.

GBAC STAR ACCREDITATION

We are pleased to announce that we have been awarded our GBAC STAR accreditation. Designed to assist facilities in establishing a comprehensive system of cleaning, disinfection, and infectious disease prevention, this program is the gold standard for prepared facilities. For additional Event Organizer and Exhibitor responsibility, please review the Enhanced Facility Cleaning Procedures in the Event Planners Guide.