



ROOM SETS & FURNITURE

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 classroom, 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 the 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 Event Organizer 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 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 & 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 (Official 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, & 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)
- 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 3-4 hours.

SUPPORT EQUIPMENT & 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 four 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 one table with linen and skirt outside the room. All other tables must be secured through the Official 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 (tabletop): tables and chairs are provided by your Official Service Contractor. For events that do not have an official service contractor, McCormick Place will provide this equipment at the prevailing rate.
- Offices: McCormick Place will provide up to four 6-ft. tables with linen and skirt or four round tables with linen for each show management office upon request. If you do not have an Official Service Contractor, 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 four 6-ft. or round tables without linen and skirt for each contractor staging room upon request.
- Risers: three 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 six 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 six 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 Official Service Contractor. If you do not have an Official 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 Official Service Contractor. Tables, chairs, and risers provided in an exhibit hall for Show Management by McCormick Place 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 an Official Service Contractor, McCormick Place will not provide tables or chairs for any service area. For events that do not have an Official 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, service desks, and areas used for equipment/material staging are provided by the Official 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 the Lakeside Center meeting rooms and ballrooms is a combination of florescent and incandescent lights. The lighting systems in the North, South and West Building meeting rooms and ballrooms have been converted to LED lighting. Ballrooms (E354 and W375) require a lighting schedule to be coordinated with your Event Manager.

WATER SERVICE

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

- Bottled water and water dispensers can be purchased through the exclusive caterer for McCormick Place.

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

- Water service is provided to all lecterns/head tables.