



## FACILITY PROTECTION GUIDELINES

Revised November 2011

The following information is provided as a guideline to service contractors who work in McCormick Place. Key items to note while using this manual include:

- Information includes listings on approved equipment/materials used by service contractors
- McCormick Place Personnel will monitor the work done involving an approved exception to assure that the agreed procedures are executed. The service contractor will be charged the hourly rate incurred for this security overview.
- ***Activities that fall outside these established parameters are not allowed. If special conditions exist, the contractor may apply for a temporary (one time only) waiver of procedures by submitting a written plan to the Event Manager a minimum of 30 days prior to the event. Any waiver granted will be on a one-time basis only. Waiver approvals are not transferable from year to year, or to or from different events.***  
Applicable facility personnel will review this plan. Activity should not be considered accepted until a written approval is received.

In addition to these Facility Protection Guidelines, color-coded public space floor plans are also available to contractors and event customers and can be found on the McCormick Place website – [www.mccormickplace.com](http://www.mccormickplace.com). These floor plans provide placement guidelines for event support equipment (entrance units, signage, counters, tables, etc.) used in public areas.

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## CARPET- MEETING ROOMS/BALLROOMS/LOBBIES

When carpet protection is required, the following products can be used:

- Masonite
  - Reinforced visqueen
  - BRON BT 279 or HBM Supply 1464 tape
1. The following equipment is not allowed on carpet:
    - Powered or battery operated equipment, including forklifts and scooters
    - Pallet jacks (motorized or non-motorized)
    - Unapproved flat trucks or furniture dollies
    - Crates
  2. Reinforced visqueen must be installed to protect the carpet when the following activities occur:
    - Roadways for use by motorized or non-motorized pallet jacks when moving crates
    - Where ever crates/equipment will be placed.
    - Roadways for unapproved flat trucks or dollies when moving crates/equipment.Equipment/crates are not allowed to move off the visqueen.
  3. Reinforced visqueen must be installed when the following activities occur:
  4. If an event carpet is to be installed over the facility carpet, both reinforced visqueen and masonite with seams taped must be laid before the carpet can be installed.
  5. Dedicated flat trucks with approved wheels and identified as such may be used on carpeted surfaces without protection.
    - Polyurethane and polyolefin wheels with a diameter of not less than 5 inches are approved for use.
    - Dedicated equipment must not be used on uncarpeted surfaces (i.e., exhibit halls, outside, docks, crate storage, etc.).
    - Service Contractors are responsible to clean and maintain the equipment.
    - Contractor equipment is subject to McCormick Place Personnel inspection/approval.
  6. Flat trucks with approved wheels as noted in Item #5 must be used for subsequent unpacking of crates when moving items off carpet protection.
  7. Equipment/crate movement may only be done through service corridors and designated doors.
  8. Prior approval on lift usage must be given by McCormick Place. A written plan outlining usage and proposed installation and removal schedule must be submitted 30 days prior to move-in to the Event Manager.
    - Contractors are allowed to use their own aerial/scissors lifts on carpeted surfaces except rooms S406 and W375.
    - Lifts must have approved wheel covers and diapers for battery operated and hydraulic mechanisms.
    - McCormick Place Personnel must inspect contractor equipment for proper wheel covers and diapers prior to usage.
    - When lifts are used where traffic is present, service contractor must block off work area with rope, stanchion and/or signs. McCormick Event Manager should be advised.

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9. Contractor must use a Cover Master to place lift equipment. McCormick Place has Cover Masters in the following areas:

- South Building: Level 3 /Grand Concourse or Level 1/West Transportation Lobby
- Lakeside Center: Level 3
- West Building: Level 3 in the service corridor behind W375

This equipment can be secured by contacting McCormick Place Security located on Level 1/North. A valid driver's license must be presented to check out the equipment. The license will be held until the equipment is returned to storage.

10. Only BRON BT279 or HBM Supply 1464 tape is permitted on McCormick Place carpeting.
11. Mats must be placed under all food and beverage setups (both guest and service areas).
12. Wheeled fiberglass cases with clean wheels are allowed on carpeted areas without additional protection.

*Activities that fall outside these established parameters are not allowed. If special conditions exist, the contractor may apply for a temporary (one time only) waiver of procedures by submitting a written plan to the Event Manager a minimum of 30 days prior to the event. Any waiver granted will be on a one-time basis only. Waiver approvals are not transferable from year to year, or to or from different events.*

### CARPET – MEETING ROOMS AND BALLROOMS USED FOR EXHIBITS

#### **Carpet guidelines # 5 through 12 as presented in the previous section “Carpet – Meeting Rooms/Ballrooms/Lobbies” also apply to the installation of exhibits in meetings rooms or ballrooms.**

In addition to standard care of carpet as previously outlined, additional consideration must be given to protection when meeting rooms or ballrooms are used for exhibit activity. This section pertains to pre-approved exhibits in the following facility areas:

- Lakeside Center: E354 (Lakeside Ballroom), E450, E451
  - South Building: S100 (Grand Ballroom), S406 (Vista Ballroom)
  - West Building: W375 (Skyline Ballroom), W196
  - Any meeting room in any building
1. Before exhibit sales begin, booth types must be reviewed and discussed with the Event Manager and other McCormick personnel to determine usage parameters.
2. Exhibits that are “light” in weight, table top in nature, setup with hand carried items and use a minimum of utilities may be allowed to setup in ballrooms with no floor protection. However, if unapproved flat trucks or dollies are used to move in freight, reinforced visqueen roadways must be installed.  
NOTE: White chalk only may be used on carpeting to mark booth layouts; corner markings are allowed, complete booth outlines are prohibited. Chalk marking must be cleaned by service contractor before departure.
3. Exhibits that are comprised of crated booths/equipment will require carpet protection.
- Masonite must be installed over the carpet when the following activities occur:
    - Roadways for use by motorized or non-motorized pallet jacks when moving crates
    - Where ever crates/equipment will be placed. This includes roadways and booth space. Equipment/crates are not allowed to move off the masonite.
  - Powered or battery operated equipment, including forklifts and scooters, are not allowed on carpet at any time.

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NOTE: If the contractor feels that a forklift is needed to efficiently execute move-in, a written justification must be submitted to the Event Manager 30 days prior to move-in for review and approval.

- Pallet jacks (motorized or non-motorized) are allowed on the reinforced visqueen or masonite.
  - Dedicated flat trucks with approved wheels and identified as such must be used for subsequent unpacking of crates when moving items off carpet protection. Polyurethane and polyolefin wheels with a diameter of not less than 5 inches are approved for use (see data sheets in the Appendix). Dedicated equipment must not be used on certain uncarpeted surfaces (i.e., exhibit halls, outside, docks, crate storage, etc.). Service Contractors are responsible to clean and maintain the equipment.
4. McCormick Place Security Department personnel will monitor move-in/out of all exhibits regardless of the booth type to assure that all agreed procedures are executed. The cost of this labor will be billed to the planner.

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### TERRAZZO

Flat trucks are the only approved item for product movement in the following areas:

Grand Concourse Levels 1, 2 and 3  
Central Concourse Levels 1, 2 and 3

1. Powered or battery operated equipment, including pallet jacks, is not allowed at any time.
2. Pallet jacks are allowed on North Level 2 Lobby only. Contractors are responsible to clean and maintain wheels to eliminate damage to floor. Equipment is subject to McCormick Place Personnel inspection/approval.
3. Electric aerial lifts are allowed in either the Grand Concourse/South or Central Concourse/West area with the advance approval from the Event Manager. Gas-operated lifts are not allowed. The following procedures must be followed to secure this approval:
  - Once reviewed, the Event Manager will advise confirm installation/removal dates and times based on overall facility activity in writing.
  - Contractor must place equipment on McCormick Place supplied Cover Master. This equipment can be secured by checking in with McCormick Place Security at their office located on Level 1/North. A valid driver's license must be presented to check out the equipment. This license will be held until the equipment is returned to storage. The Cover Masters are located in the following areas:
    - South - Level 3 /Grand Concourse (stored in the pass through area into Hall A)
    - West – Level 3/Central Concourse (stored in service corridor behind W375)
    - Lakeside - Level 3 (stored in pantry behind Information Desk)The Cover Master must be returned to its storage area at the end of each day, even if the contractor will be returning the next day to resume work.
  - Service Contractors are responsible for cleaning and maintaining equipment; diapers must be provided for the grasshopper.
4. Sliding or dragging crates/materials is not permitted. Crates must be kept on carts or placed on contractor provided carpet or masonite.
5. Stationary materials (GEM/MIS unit, kiosks, etc) must have feet or protective pads under all bases.
6. The only approved floor graphic is Step User; no other floor graphics are allowed on terrazzo.
7. Carpet is not allowed on terrazzo. Exceptions are approved for North Level 2 Lobby, North Level 1 Lobby (old terrazzo), Lakeside Center Level 2 Lobby alcoves and West Central Concourse Lobby. If double faced

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tape is used to install carpet, it must be applied to BRON BT 279 or HBM Supply 1464 tape. Contractor will be responsible for cleaning any residue or surface refinishing due to removal.

8. Scooters are not allowed on terrazzo at any time.
9. Freight drops are not allowed at Gate 21.

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### CEILINGS – PUBLIC SPACE/MEETING ROOMS/BALLROOMS

***NOTE: Information does not address all available hang points. Your required plan must be documented along with diagrams and presented to the Event Manager for approval 30 days prior to move-in.***

Signs/banners fall into one of 2 categories:

- Light weight - Under 100 lbs.
  - Heavy weight - 100 lbs or more
1. Light weight signs/banners are allowed from approved hang points, facility installed ceiling tracks or cables or pre-approved contractor installed cables in the following locations.
    - North/Level 2 Lobby
    - Lakeside/Level 2 Lobby
    - Grand Concourse Skybridge, Grand Concourse Lobby and Grand Concourse from existing contractor installed cables.
    - Central Concourse
    - Skybridge between South and West – brackets are available for contractor to install cable.
    - E354 from catwalk system (Weight limitations and procedures follow those presented for North and Lakeside/Level 2 )
  2. Signs/banners may be hung in all meeting rooms located in the West Building.
  3. Signs/banners cannot be hung from or attached to the following locations:
    - Building pipes, pipe brackets, perlins, HVAC equipment, conduit or lighting
    - Moveable wall or drape tracks
    - Window frames
    - Suspended ceiling grid system; ceiling panels should not be removed for any reason
  4. Signs/banners should not block McCormick Place facility signage. If necessary, sign copy must duplicate facility sign wording and be approved by Event Manager. Proposed copy must be submitted 30 days prior to move in for review.
  5. Signs/banners must not interfere with facility sprinkler system.

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## CEILINGS – EXHIBIT HALLS

All hanging done in exhibit halls must conform to rules and regulations as presented in the McCormick Place Exhibitor Guide. Documented plans and diagrams must be submitted to 60 days in advance for review.

Signs/banners fall into 2 categories: Under and over 500 lbs.

- Items weighing 500 lbs. or more. Drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
  - Items weighing less than 500 lbs. – no structural engineering is needed.
1. Hanging is not allowed from any building pipes, pipe brackets, perlins, HVAC equipment, conduits or lighting.
  2. The following outlines procedures regarding beams: NOTE - Tape is not considered appropriate protection.
    - Hanging from fireproofed beams is not allowed.
    - Hanging light weight items from untreated beams is allowed; however, beams must be wrapped/protected.
    - Tie wire and plastic tie wraps are allowed; however, beams must be wrapped/protected
    - All tie wire, plastic tie wraps and other attachments must be removed during move-out.
  3. Light weight signs/banners can be hung in exhibit halls as noted:
    - Hall A: 70% of the beams are fireproofed. Cable has been installed in some areas. If additional cable is needed, contractors will be allowed to install after plan review and approval by McCormick Place Operations Department.
    - Hall B1 and B2: Cable is not available; however, contractors may hang from beams after they are wrapped /protected. .
    - Hall C1: All beams are fireproofed and cannot be used to hang any item. Eyebolts have been installed in the “Y” columns in C1 for contractors to install cable.
    - Hall C2: Any item, sign or banner cannot be hung from the ceiling
    - Hall D: Aisle signs hung from beams is allowed under the following conditions:
      - Beams must be wrapped/protected. Tape is not considered appropriate protection.
      - Tie wire and plastic tie wraps are used and must be removed during move-out.
    - Hall E: Any item, sign or banner cannot be hung from the ceiling
    - Hall F: A limited number of cables are available; contractors are allowed to hang light weight signs/banners from the steel grid on request.

***NOTE: The physical characteristics of Hall C1 and C2 allow limited opportunities for the installation of hanging signs. Contractors are requested to contact Exhibitor and Technical Services to discuss feasibility of any proposed plans before discussion with customers.***

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## STATIONARY/OPERABLE WALLS

1. The following items are not allowed:
  - Tape.
  - Thumbtacks and pushpins
  - Wall graphics
2. Equipment (tables, chairs, etc.) must maintain an 8 inch clearance from walls.

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- Freight is not to pass through any partially open operable wall.

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### WINDOWS/MIRRORS

- Graphics may not be placed on windows without submitting a written plan to the Event Manager 30 days prior to move-in for review and approval.

NOTE: Contractor must use products that have been tested and approved by McCormick Place.

- The following approval process must be followed:
  - Contractor must submit a written plan regarding graphic use including location, installation schedule and removal schedule to the Event Manager 30 days prior to move-in.
  - Once reviewed, the Event Manager will advise of approval and confirm installation/removal dates and times based on overall facility activity.
  - If any cleanup is required after removal, McCormick Place will provide the service and bill the charges for time and materials to the event organizer.
- Graphics or tapes are not allowed on mirrors at any time.

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### RAILINGS

- The following items are not allowed:
  - Tape
  - Tie wire
- When mounting signs/banners on wood railings, approved padded beam clamps must be used. Railings must be protected appropriately (NOTE - tape is not considered appropriate protection).
- When mounting signs/banners on metal railings, plastic tie wraps can be used.
- Signs/banners may not be hung from the Rooftop Terrace railings in the West Building.

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### ELEVATORS/ESCALATORS

1. Equipment or freight may only be moved on designated freight and crate elevators
2. Passenger elevators are not to be used for equipment or freight movement at any time.
3. Carts, toolboxes and freight are not allowed on escalators.
4. Scooters are not allowed in passenger elevators or escalators at any time.

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### DOORS – EXHIBIT HALLS

1. Equipment/crates may only be moved through designated freight doors. Designated pass-through doors nearby freight doors in the South Building can also be used.
2. Exit and crash doorways may not be used for the movement of equipment, freight or trash hoppers.
3. Speed doors can only be used during event/show hours.

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### DOORS – MEETING ROOMS/BALLROOMS

1. Access must be through back-of- house corridors, i.e. service doors, unless these doors are not double width, such as those found in the North Building. In such cases, it is preferred that contractors use double door entries when available.
2. Door mullions will not be removed from North Level 1 or 2 meeting rooms. Product/equipment must be loaded onto a dedicated flat truck and then moved into rooms.
3. Scooters are not allowed in meeting rooms under any circumstance.

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## OVERHEAD DOORS

1. Scooters are allowed access through these doors.
2. During move-in/out, doors must remain fully opened or fully closed at all times.
3. Doors not being used or occasionally being used must be kept closed until needed.
4. High-speed doors (where available) must be scheduled for operation during move-in/out and show days upon the authorization by an Event Manager.  
NOTE: During show days, high-speed doors are the only doors that should be used for daily deliveries and should be scheduled accordingly. If a larger door is needed, arrangements must be made in advance with the Event Manager.
5. Upon authorization by an Event Manager, overhead doors will be powered exclusively by McCormick Place Security.

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## SERVICE CORRIDORS

1. Pallet jacks are allowed, but cannot access a meeting room or lobby without visqueen or other means of floor protection placed over the carpet.

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## EXTERIOR LOCATION - 23<sup>RD</sup> STREET BRIDGE

1. Floor graphics are not allowed on concrete walkways.
2. Parking of forklifts and flatbed scooters, etc. are not allowed.

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### EXTERIOR LOCATION - MCCORMICK SQUARE / ROADWAY / PARKING LOTS

*Note: This location is the area extending from Gate 3 ½ north to face of Hyatt Regency McCormick, and west from Gate 4 to King Drive.*

1. Scooters are not allowed at any time.
2. Powered or battery operated equipment is not allowed at any time, including forklifts.
3. Motorized or manual pallet jacks are not allowed at any time.
4. Signage, banners, etc., cannot be attached to the outside of the building unless approved by McCormick Place.
5. Signage, banners, etc., cannot be attached to the lighted pylons.
6. Signage, banners, etc., cannot be attached to light poles, flag poles, trees, etc.
7. Floor graphics are not allowed on concrete walkways.

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### EXTERIOR LOCATIONS –WEST BUILDING

1. Nothing can be hung from the Rooftop Terrace.
2. L-shaped brackets are available in the West Transportation Center for shuttle signage.

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