



**BW** *Me* **NEXT**  
THE BLACK WOMEN'S EXPO

*Chicago*

**August 2-4, 2024**

McCormick Place Convention Center  
North Building – Hall C  
Chicago, Illinois

**CHICAGO EXHIBITORS MANUAL**



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August 2024

Dear **Black Women's Expo** Exhibitor,

**Show Strategy, Inc.** is pleased to have been selected as the Official General Service Contractor and Management Company for the upcoming **Black Women's Expo**, which is being held at **The McCormick Place, August 2 - 4, 2024**. This service kit includes information about ordering various services and equipment for your event.

Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Show Strategy, Inc. services, please do not hesitate to contact us.

Thank you for your business,  
From all of us at **Show Strategy!**



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## General Information

### **Show Hours**

Friday, August 2, 2024, 10:00 am – 7:00 pm

Saturday, August 3, 2024, 10:00 am – 7:00 pm

Sunday, August 4, 2024, 11:00 am – 6:00 pm

### **Exhibitor Service Desk Hours**

Thursday, August 1, 2024, 8:00 am – 5:00 pm

Friday, August 2, 2024, 8:00 am – 7:00 pm

Saturday, August 3, 2024, 8:00 am – 7:00 pm

Sunday, August 4, 2024, 9:00 am – 10:00 pm

### **Move In Hours**

Thursday, August 1, 2024, 8:00 am – 5:00 pm

### **Move Out Hours**

Sunday, August 4, 2024, 6:00 pm – 10:00 pm

## Exhibit Hall Information

### **Location**

McCormick Place - North Building Hall C1

2301 S. Martin L. King Drive

Chicago, IL 60616



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## Vendor Information

General Service Contractor (**Show Strategy**):

[clientsupport@showstrategy.com](mailto:clientsupport@showstrategy.com)

[www.Showstrategy.com](http://www.Showstrategy.com)

312.820.1205

Angelia Singleton – Director of Client Solutions

Robert Scott – Client Support Supervisor

Glenn Charles III – Operations Supervisor

## Important Dates

**Show Strategy Advance Pricing Deadline**

June 7, 2024

**Show Strategy Ordering Deadline**

July 1, 2024

**Advanced Warehouse Shipping Window**

July 1 - July 26, 2024

**Exhibitor Move In**

August 1, 2024

**Exhibitor Move Out**

August 4, 2024



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## Freight and Deliveries

### Advanced Shipping Address

The Black Women's Expo 2024

(Exhibitor's Company Name) (Exhibitor's Assigned Booth #)

c/o Show Strategy

1401 E. 95th Street

Chicago, IL 60619

(312) 218-1467

#### Advanced Shipments must arrive on

July 1<sup>st</sup> – July 26<sup>th</sup> between 8:00 am and 2:00 pm. (Monday - Friday ONLY)

Shipments arriving earlier than this day will be turned away by the venue. Shipments will not be accepted on weekends during this period. Advanced shipping will be billed at a rate of \$100 per 100 lbs. (CWT)

### Direct Shipping Address

The Black Women's Expo 2024

(Exhibitor's Company Name) (Exhibitor's Assigned Booth #)

McCormick Place - North Building Hall C1

2301 S. Martin L. King Drive

Chicago, IL 60616

#### Direct Shipments must arrive on

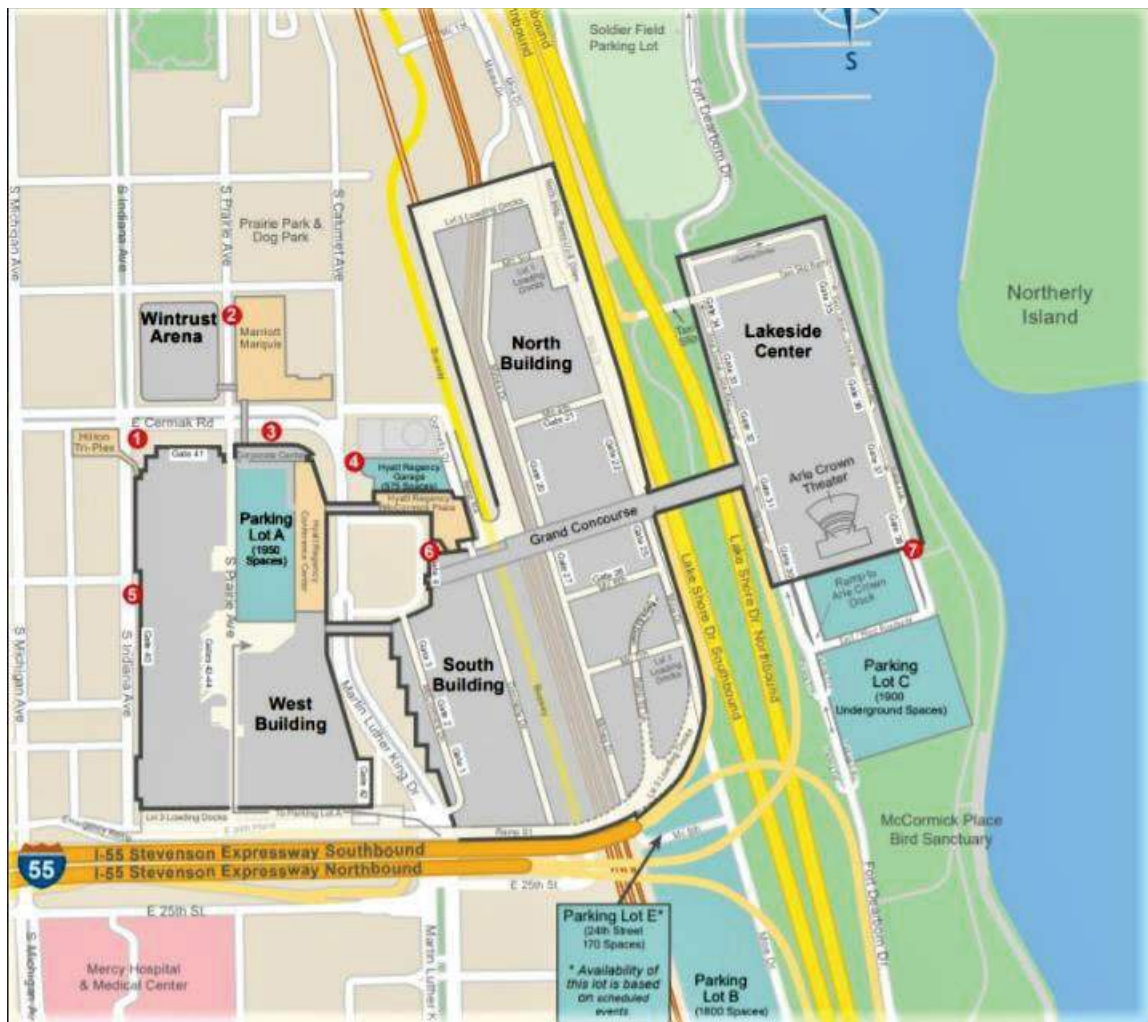
Thursday, August 1<sup>st</sup> between 8:00 am and 4:00 pm.

Shipments arriving earlier than this day will be turned away by the venue. Direct shipping will be billed at a rate of \$110 per 100 lbs. (CWT). If you bring your own freight or product and need help unloading, cart service will be billed at a rate of \$200 per trip. All materials will be brought to the booth by the union teamsters when they arrive on-site. Exhibitors may carry small packages, including pop-up booths, using the ASUV Program.



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Map of McCormick Place



DIRECTIONS & EXHIBITOR PREPAID PARKING A limited number of prepaid guaranteed parking spaces are available. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more information, please visit <https://www.mccormickplace.com/getting-here/>



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## ASUV Program

Only a registered Exhibitor is qualified to participate in the ASUV program.

- Check-in for Exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. You will not be allowed access to the dock without a Dock Pass.
- While parked in the dock, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.
- Vehicles must be unloaded within a 20 minute period.
- Exhibitor or Exhibitor's employees are defined as any person who has been employed by the exhibitor as full-time employee for a minimum of six months before the show's opening (be prepared to provide proof of full-time employment status upon request).
- If your vehicle does not meet the criteria below, you will need to follow Marshaling Yard instructions for truck check-in (material handling charges will be based on our published kit rates).

*The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*







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## Exhibitor Move In

### Move In Hours

Thursday, August 1st, 2024, 8:00 am – 5:00 pm

Ship early to avoid delays, shipments arriving late to the show site will incur an additional cost, and delays may occur in delivering to booth space.

All materials being shipped to The McCormick Place must have the **Exhibitor name** and **booth number** clearly labeled on each item.

All materials will be brought to the booth by the union teamsters when they arrive on-site.

## Exhibitor Move Out

### Move Out Hours

Sunday, August 4th, 2024, 6:00 pm – 10:00 pm

All Exhibitors who are driving their own vehicles to load out products, must be removed from **McCormick Place** by 10:00 pm on Sunday night of Move Out.

Outbound shipments must have a Material Handling Form filled out and on file with **Show Strategy** before you leave The McCormick Place.

No product will be given to shipping companies without this form.

Any Exhibitor whose carrier has not picked up their product after **12:00 pm on Monday, August 5th** will have their product either be re-routed to the exhibitor via Airways Freight (at the Exhibitor's expense) or discarded.



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## **Empty Storage**

Storage space for crates, boxes, skids, etc. will be provided during the event, and the properly marked materials will be returned once move-out begins. Only exhibitors who paid for dock services will be allowed to use our storage services. You can purchase this on site. Cart service is \$200 per trip.

When booth material and freight items are fully unpacked “EMPTY” stickers may be accessed at the Exhibitor Service Desk.

The booth number and company name must be clearly written on the sticker for the empty crate, carton, box, etc. to be returned to the booth.

Exhibitors are cautioned not to leave any merchandise in boxed items being stored in Empty Storage.

**Once an “EMPTY” sticker is placed on an item and is taken away to Empty Storage, it will not be accessible until after the show when it is returned.**



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## **Installation:**

### **Labor Unions:**

As the Event Service Contractor, we maintain a friendly and professional relationship with several labor unions that have jurisdiction over exhibitions within **McCormick Place**. These include carpenters, teamsters, decorators, and electricians.

#### **Carpenters**

Carpenters handle the un-crating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, and furniture; laying of floor tile and carpets; hanging structural signs; re-crating of exhibits and machinery; installing and dismantling bleachers and ganging of chairs, and the installation of signs.

#### **Teamsters**

Teamsters handle freight at the exhibit hall or venue space. They unload trucks and vehicles and deliver materials to booth spaces before, during, and after the show. Exhibitors may carry small packages, including pop-up booths, provided they can be hand-carried. Hand carry is defined as one person who can carry one item in one trip. Four-wheel dollies are not permitted.

#### **Decorators**

Decorators handle hanging all signs and installing all drape, cloth, and/or tacked fabric panels; for installing Velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener if no tools or ladders are required to do so. In addition to that exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps, or Velcro.

#### **Electricians**

Electricians handle the installation and dismantling of any equipment that uses electricity as a source of power and draws power from the building's electrical system. In addition, they are responsible for electrical wiring, hookups and interconnections, electrical signs, video, and audio taping, and cable television hookups.

Electrical services must be ordered in advance Prime Electrical at the exhibitor's expense. Their form is included in this manual.



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## **Exhibitor Move-In**

The back drape is 8' in height (Gray) and the side drape is 3' (Black).

All equipment must stay within the confines of the leased booth space. No materials may hang over into the aisle or neighboring booths.

### **PIPE AND DRAPE**

Exhibitors may bring their own tools to install their booth setups, but only union personnel may use power tools, ladders, or install flooring.

Signs and other marketing material may be hooked over the top of the pipe framing in the booth. Please note that your back drape pipe is often shared space with your neighbor.

All display materials must be fully removed at the close of the show.

Replacement fees will apply during the assessment of any damage that compromises the integrity of the drape, such as holes that penetrate the drape.

### **Move-In Hours**

Thursday, August 1, 2024, 8:00 am – 5:00 pm

### **New Music Policy for The Black Women's Expo Exhibit Booths as of January 1, 2024**

**Volume Limit:** The sound generated in your booth should not exceed the standard 85-decibel limit. If it does, you may receive a visit from show management.

**Main Stage Programming:** During certain main stage programming, exhibitors may be asked to turn down or turn off their music. This ensures a harmonious experience for all attendees.

**Compliance:** It is essential to comply with show management's instructions. Failure to do so may result in the loss of power to your booth, without any refund.



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## Safety

The safety of our clients, labor unions, attendees, and all people within **McCormick Place** is **Show Strategy's** top priority.

An exhibitor and exhibitor employees are always prohibited from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on **McCormick Place** premises. We ask that exhibitors do not stand on any items with an unreliable foundation (tables, chairs) and that they do not move pallets, pallet jacks, or other heavy items on the show floor.

Please always be aware of your surroundings, during setup it is a construction zone and there is always heavy machinery at work on the floor.

## Exhibitor Appointed Contractor

Exhibitors may use an appointed contractor of their choice for the installation and dismantling of their booth.

**Note:** ALL Exhibitor Appointed Contractors must be union trade members and anyone in the booth must be able to provide proof of union affiliation.

All third-party and Exhibitor Appointed Contractor (EAC) forms must be on file with Show Strategy, Inc no later than 30 days prior to the first day of setup at **McCormick Place**.

EAC will also be required to have a certificate of General Liability Insurance (COI) on file listing Show Strategy, Inc as an additional insured.

Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations,



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the event owners, the official contractor, and the facility as additional insured.

- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability

## Cleaning

The show's official service contractor is responsible for and provides overall cleaning in the exhibit hall and occasionally event registration and services area depending on location.

Complimentary booth cleaning occurs prior to the first day of the show, anything additional will incur a cost.

It is the exhibitor's responsibility to hire a porter service through the general service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours.

However, if an exhibitor leaves excessive debris behind at the end of the show, it will be disposed of, and bill the exhibitor for the service accordingly.

Excess debris includes literature, lumber, skids and pallets, carpet, products, or waste from a product demonstration.

## Booth Packages

### **PIPE AND DRAPE**

A **standard 10' x 10' booth** will include:

- 8' H back drape (Gray)
- 3' H side drape (Black)
- (1) 6' Table (Black Table Skirt)
- (2) Chairs
- (1) Booth ID Sign
- (1) Wastebasket



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## **Dismantle:**

### **Exhibitor Move-Out**

Once the event concludes, all Exhibitor materials must be removed from the venue by August 4, 2024, at 10:00 pm.

In addition to packing up materials and arranging for a pickup, a Material Handling form must be filled out before leaving **McCormick Place**. This Material Handling form is different from that which is required by your shipping company.

This form gives **Show Strategy** permission to release listed show materials to the designated shipper chosen by the exhibitor. No items will be allowed to leave **McCormick Place** without the proper outbound shipping paperwork. All outstanding bills must be reconciled at this time to receive outbound paperwork.

In the event your selected carrier fails to show up on the final move-out day, **Show Strategy** reserves the right to re-route your freight onto another carrier, at the exhibitor's expense. Any empty crates left behind will be disposed with a fee of \$1,000.

### **Move Out Hours**

Sunday, August 4, 2024, 6:00 pm – 10:00 pm

## **Equipment and Labor:**

### **Products**

For all available equipment options please see the online portal catalog for more information.



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## Labor

To view rates and schedule labor please see the online portal for more information.

## Online Ordering

### Login Credentials

For your convenience **Show Strategy, Inc.** offers online ordering.

You can order additional services, view the show schedule, and review account information at:  
[order.showstrategy.com](https://order.showstrategy.com).

Take advantage of discounted pricing and order your services and equipment before **June 7, 2024**.

All contracted exhibitors will receive an email with a link to the secure website and a username and password.

Those that have used our online portal previously will be able to access it with the same username and password they've set up before.

If you have not received an email from us, please don't hesitate to contact us at [ClientSupport@showstrategy.com](mailto:ClientSupport@showstrategy.com)

**Show Strategy, Inc.** does not take orders over the phone or via email, all orders must be placed through our safe and secure ordering portal.

Items ordered at the Show site are subject to availability and price upgrades.

All rental items will remain the property of **Show Strategy, Inc.** All rental items are subject to applicable taxes.

Rental items not ordered, yet found in your booth, will be invoiced at the on-site rate.





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## Payment Policies

Payment in full is due at the time of order placement. For your convenience, credit cards will be kept on file for the duration of the show for any additional charges incurred for equipment and/or services requested. Please note that 90 days after the close of the show this information is deleted from our system.

All orders placed at the discount rate must be completed and paid for by **June 7<sup>th</sup>, 2024** to receive this discount.

All charges must be paid prior to the closing of the show, this information will be deleted.

Show Strategy, Inc. accepts Visa, Mastercard, and American Express as well as checks and wire transfers.

## Canceling Orders

Exhibitors are welcome to adjust their orders online up to two weeks before the first day of the contractor move-in with no penalty. That date is July 31, 2024.

Orders canceled less than two weeks prior to move-in will be charged 50% of the original price.

Custom orders canceled at any point will be charged 100% of the original price.

Any scheduled labor must be canceled, in writing, at least 24 hours prior to the scheduled start time otherwise labor not canceled within this time frame will incur a 1 hour per person labor charge.

No adjustments or refunds will be issued after 14 days from the event's last day. **NO EXCEPTIONS.**

## Third-Party Billing

The exhibiting company is ultimately responsible for the payment of all charges.

If no arrangements are made for payment of invoice(s) by the third party prior to the close of the SHOW, the charges will revert to the exhibiting company.

Please note some services can only be offered by Show Strategy, Inc.

For a listing of those services, please don't hesitate to contact us at [ClientSupport@showstrategy.com](mailto:ClientSupport@showstrategy.com)



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## **Tax Exemption**

If your company is tax-exempt, we will require your exemption certificate for the state in which the services are used.

Show Strategy, Inc cannot omit sales tax from your order without a copy of this certificate.

## **Contact**

All correspondence from Show Strategy, Inc., including invoices, will be sent to the contact person on file as given by Show Management.

If there is another person that should be receiving any correspondence, please contact us at

[ClientSupport@showstrategy.com](mailto:ClientSupport@showstrategy.com)

(312) 820-1205

## **Contact Us**

### **Black Women's Expo**

Sharita Childs

[schilds@mgpgevents.com](mailto:schilds@mgpgevents.com)

(312) 454-6100

### **SHOW STRATEGY**

Client Support

[ClientSupport@showstrategy.com](mailto:ClientSupport@showstrategy.com)

(312) 820-1205



# BWE Next The Black Women's Expo 2024

CUSTOMER

COMPANY INFORMATION	
<b>TODAY'S DATE:</b> _____ <b>Show Name:</b> <u>BWE Next The Black Women's Expo 2024</u>	<b>Booth Number:</b> _____ <b>Preferred Install Date:</b> _____ <b>Preferred Dismantle Date:</b> _____
<b>Company Address:</b> _____ <b>City, State Zip Code:</b> _____	<b>On-Site Contact Phone:</b> _____ <b>On-Site Contact Arrival:</b> _____
<b>On-Site Contact Name:</b> _____	<b>E-Mail Address:</b> _____

ELECTRICAL SERVICE					
Equipment Description	QTY	Continuous Power Qty (Price X2)	Early Rate Before: 6/7/2024	Regular Rate	Total
<b>110 120 VOLT</b>					
5 Amps			\$105.00	\$157.50	\$
10 Amps			\$175.00	\$262.50	\$
15 Amps			\$195.00	\$292.50	\$
20 Amps (Exclusive Outlet)			\$220.00	\$330.00	\$
<b>208 VOLT SINGLE PHASE (REQUIRES LABOR)</b>					
20 Amps			\$440.00	\$660.00	\$
30 Amps			\$540.00	\$810.00	\$
<b>208 VOLT THREE PHASE (REQUIRES LABOR)</b>					
20 Amps			\$495.00	\$742.50	\$
30 Amps			\$620.00	\$930.00	\$
60 Amps			\$760.00	\$1,140.00	\$
100 Amps			\$975.00	\$1,462.50	\$
<b>LIGHTING EQUIPMENT</b>					
Pole and Base Dual LED			\$150.00	\$225.00	\$
Par Light general wash up to 1000 Watts (Labor & Lift additional)			\$495.00	\$742.50	\$
<b>RENTAL EQUIPMENT</b>					
15' Extension Cord			\$24.00	\$36.00	\$
Power Strip (13 Amp Max)			\$24.00	\$36.00	\$
<b>IN-LINE, PENINSULA BOOTHS</b>	<b>MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS</b>			<b>208 &amp; HIGHER VOLTAGES</b>	
All 120v power is delivered to the back of the booth at no extra cost	There is minimum labor charge of (1/2) hour to deliver power to all island booths, and (1/2) hour to remove power. All additional distribution is done by Prime Electricians on a time & materials basis.			There is a minimum labor charge of (1/2) hour installation & (1/2) hour removal of all high voltage services. Material charges may apply.	

LABOR				
Labor Description <small>(Request a labor quote at Chicago@PrimeEES.com)</small>	Labor Hours Qty	Early Rate	On-Site Rate	Total
<b>Straight Time</b> (First 8 hours worked M-F between 7:00 AM - 4:30 PM)		\$131.00	\$131.00	\$
<b>Over Time</b> (Monday-Friday after 4:30 PM, Saturday 8:00 AM - 4:30 PM)		\$188.00	\$188.00	\$
<b>Double Time</b> (Saturday 4:30 PM through Monday 6:00 AM, & Holidays)		\$246.00	\$246.00	\$

If Labor is ordered, Please specify below..... Not Sure? We will be happy to give you an estimate for Labor.

LIGHTS	QTY	TV MONITOR	QTY	LED PANELS		
ParCan/Leko		24"-40"		QTY		
String Lights		42"-55"		Ground Supported		Y/N
Stem		60"-90"		Wall Mounted		Y/N
Light Box		Are Brackets Attached?	Y/N	Height		
Hanging Signage		Ground Supported or Wall Mounted?	Y/N			
Notes:		Notes:		Notes:		

<b>EQUIPMENT TOTAL:</b>	\$	<b>Prices reflect rates for the duration of the event.</b>  → Prime requires credit card information on-file for any additional charges incurred after the initial payment has been made. → The undersigned has read and agree to all the terms and conditions of this rental agreement. The undersigned authorizes Prime Electrical & Exposition Services to charge the above listed credit card for the TOTAL amount of this order, and for any client approved add-ons and change orders unless another form of payment is provided at time of installation. → CANCELLATIONS: Cancellations received A) within 48 hours of the scheduled delivery date are subject to a 50% fee; or B) on the day of scheduled delivery or "no-shows" are subject to the full amount of the order.
<b>Chicago Transaction TAX: 9% (EQUIPMENT ONLY)</b>	\$	
<b>LABOR ESTIMATE:</b>	\$	
<b>(Equipment+Tax+Labor) =SUBTOTAL:</b>	\$	
<b>SERVICE CHARGE: 3.5% (OF SUBTOTAL PRICE)</b>	\$	
<b>GRAND TOTAL:</b>	\$	Signature: _____

<b>Order online @ PrimeEES.com</b>	PLEASE E-MAIL COMPLETED FORMS TO: <a href="mailto:chicago@primeees.com">chicago@primeees.com</a> or Fax 312-226-1201
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A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.



## Terms & Conditions

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
3. 120V service rates include delivery to the back of the booth to a single location.
4. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
5. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
6. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14-gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
7. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
8. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
9. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where stagehands may be designated for production applications.
10. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
11. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
12. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
13. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
14. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A \$50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.
15. All labor canceled within 24 hours of call time will be charged in full for the first 8 hours.

# 10' X 10' GRID

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

SHOW NAME: \_\_\_\_\_

**1 Square = 1 Foot**

### PLEASE INDICATE THE FOLLOWING DETAILS:

1. No Grid Diagram required for back of booth.
2. Fill in this grid for special placement only and will incur additional cost. Request Larger template via email.
3. Amount of power required at each location mark with an X and # of Amps (indicate voltage if greater than 120v)
4. Depending on Floor port locations an electrical panel may be required. The panel is about the size of a small briefcase and can be covered with accessibility required. Mark with a P a desired location. Prime will review each drawing and let you know if a panel is required.
5. Mark surrounding booth numbers for orientation

**Adjacent Booth or Aisle #** \_\_\_\_\_

<b>Adjacent Booth or Aisle #</b> _____									

**Adjacent Booth or Aisle #** \_\_\_\_\_



## ASUV PROGRAM (Automobile & Small Utility Vehicle)

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated areas using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of two options:

- Self- Loading/Unloading ASUV at Exhibition Hall
- Hand Carry Items Option- From Parking Lot(s)  
(No Advanced Registration Required)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

Vehicle Criteria:



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in:	Thursday, August 1, 2024: 8:00am - 11:30pm; Noon - 6:30pm
Move-out:	Sunday, August 4, 2024: 6:00pm - 9:30pm.

Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.

Additional Inquiries can be directed to the Standard Parking Lot B Office via email at [dboersma@mccormickplace.com](mailto:dboersma@mccormickplace.com).



Purchase Exhibitor Parking by visiting the below link  
<https://mccormick.parkingguide.com/>

## **DIRECTIONS TO McCORMICK PLACE – ASUV CHECK-IN AREA**

### **From Downtown Chicago:**

Proceed South on Lake Shore Drive. Exit at 31<sup>st</sup> Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

### **From I-55 (Stevenson Expressway):**

Merge South onto Lake Shore Drive. Exit at 31<sup>st</sup> Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

### **From I-90/94 (Kennedy/Edens Expressways):**

Proceed South on I-90/94 exiting onto I-55 North (Stevenson Expressway). Merge onto South Lake Shore Drive. Exit at 31<sup>st</sup> Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

### **From I-290 (Eisenhower Expressways):**

Proceed East on I-290. This will become the Congress Parkway. Proceed on Congress Parkway to Columbus Drive. Proceed South on Columbus Drive, which will merge into Lake Shore Drive - proceed South on Lake Shore Drive. Exit at 31<sup>st</sup> Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

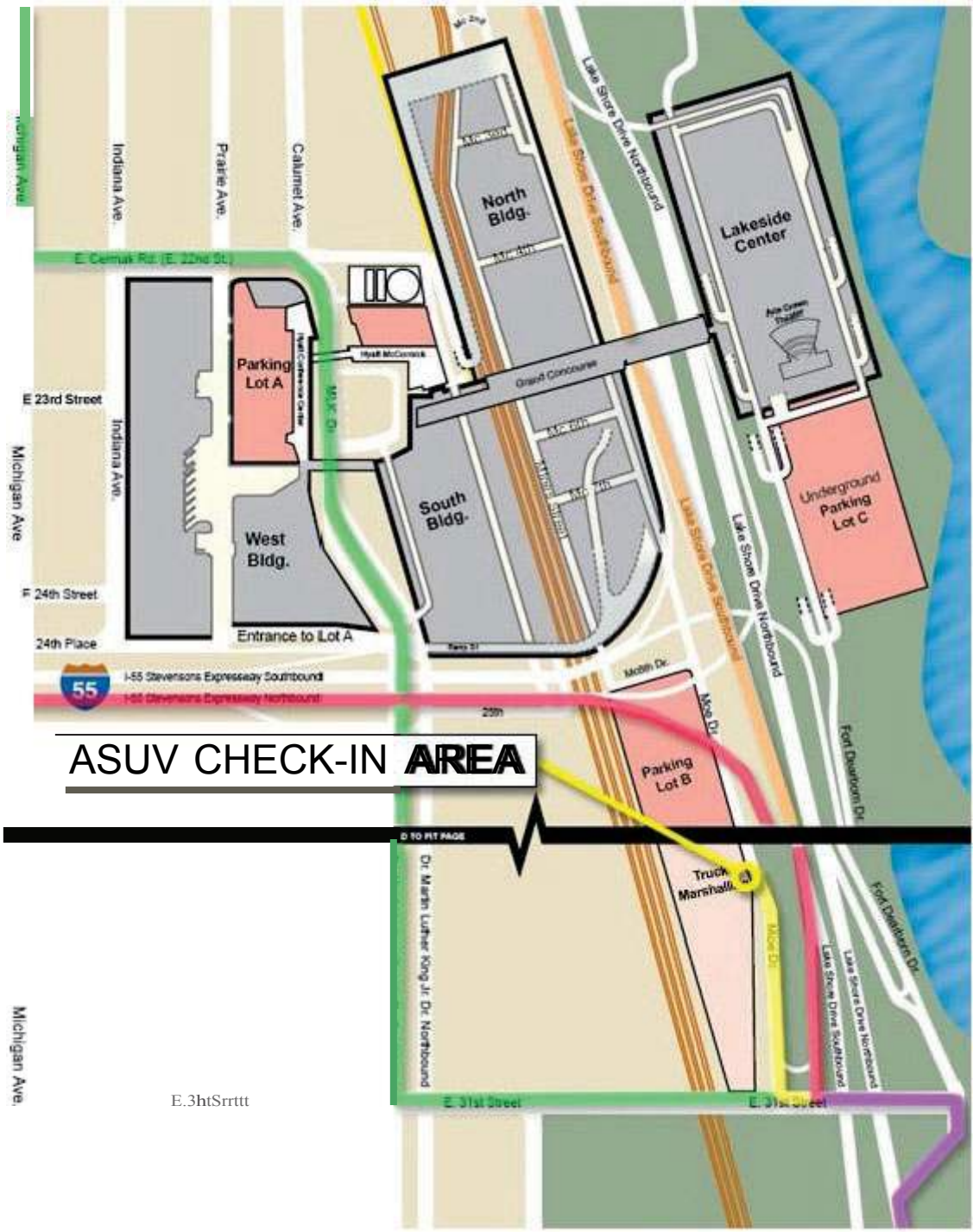
### **From Northbound Lake Shore Drive:**

Exit at 31<sup>st</sup> Street making a left turn at the light. Go just past the next light and make turn right onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

### **From 31<sup>st</sup> Street:**

Proceed East on 31<sup>st</sup> Street to Moe Drive. Turn left right onto Moe Drive, the McCormick Place service drive immediately West of Lake Shore Drive. Proceed North on Moe Drive – the POV check-in area will be on your left.





**ASUV CHECK-IN AREA**

E.3htSrrtt

## DIRECTIONS FROM ASUV CHECK-IN AREA ASUV LOADING & UNLOADING DOCKS

### Lakeside Center – D Hall:

When exiting the ASUV Check-In Area, turn right onto Moe Drive. (Follow signs for “E2”.) Proceed to 31<sup>st</sup> Street and turn left, then over Lake Shore Drive. Turn left at the light onto Fort Dearborn Drive. Stay to the right on Fort Dearborn – do not enter onto Lake Shore Drive. Drive into the tunnel and proceed to the north end of the building. Turn right driving past the loading docks. Turn right again and follow the signs to ASUV Loading/Unloading area. Once in the building, you take the elevator to D Hall.

### North Building – B Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “N3”.) Go past both Mc 8<sup>th</sup> and Mc 7<sup>th</sup> Streets. Look for the ramp for N3 and go up the ramp. At the top of ramp, make a left “U-Turn”. Proceed to the south end of the North Building and look for the signs for ASUV Loading/Unloading. (Glass Doors)

### North Building – C Hall:

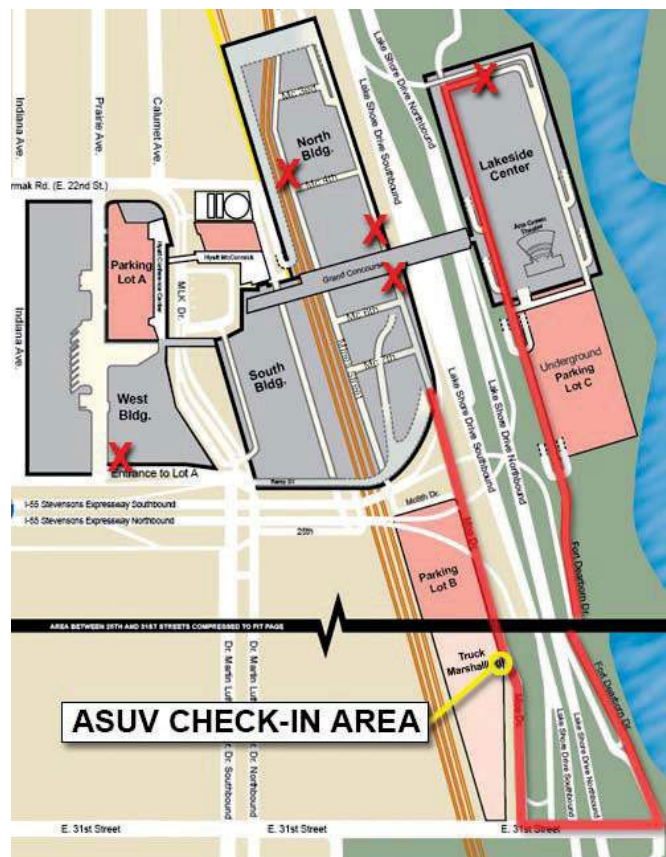
When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “N1”.) Proceed to Mc 4<sup>th</sup> Street. Turn left onto Mc 4<sup>th</sup>. At Mines, turn right. Look for the signs for ASUV Loading/Unloading.

### South Building – A Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “S3”.) Proceed to Mc 7<sup>th</sup> Street and turn left. Drive forward to ramps. Turn left and go up the ramp. At the top of the ramp, turn left and follow signs for S3. Proceed past the freight docks. Just before the down ramp look for the Dock marked “Hall A1, Dock 1,2. Look for the signs to ASUV Loading/Unloading.

### West Building – F Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “W3”.) Proceed to Mc 7<sup>th</sup> Street and turn left. Drive forward to ramps. Turn left and go up the ramp. At the top of the ramp, turn right and follow signs for W3. Proceed forward keeping to left at the bridge and continue to follow the signs for W3. Look for the signs for ASUV Loading/Unloading.





## SAMPLING AUTHORIZATION REQUEST – NON FOOD SHOWS

### ***Policy for Food and Beverage Distribution on Show Floors***

***Please complete this form to receive authorization to distribute food or beverages not purchased through OVG Hospitality, the exclusive food and beverage provider at McCormick Place Convention Center.***

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

### General Information for Non-Food Industry Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies. If they are not ***Manufactured, Processed or Distributed*** by the company then you are not able to provide samples of food and beverage unless they are purchased through OVG Hospitality. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact SAVOR...Chicago and we will be happy to help you arrange these catering services.
2. If you do ***Manufacture, Process, or Distribute*** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
  - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
  - Food items are limited to “bite size”, not to **exceed 2oz.** portions
  - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company ***Manufactures, Processes or Distributes Alcoholic Beverages*** and this product is related ***to the purpose of the show*** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
  - A charge of \$500.00 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable
  - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
  - Sample portions must be under the following limits:
    - Beer 7 oz.
    - Wine / wine coolers / spirit coolers 2 oz.
    - Liquor / liqueurs 0.5 oz.
    - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
    - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
  - Distribution of alcoholic products must be monitored & overseen by a staff bartender from OVG Hospitality in compliance with Illinois Liquor Laws.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.



5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of OVG Hospitality unless coordinated in advance with a Catering Manager prior to the show dates.

**Company Requesting Sampling Permission Information**

Show Name

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Date of Show Sampling Dates

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Company Name and Booth Number and Hall Name

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Name	Booth # and Hall
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Contact Information

Name	Telephone	Email address
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Address	City	Zip
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Email
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Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

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Approved by:

Date:

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The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless OVG Hospitality and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO: CATERING OFFICE - OVG Hospitality  
OVG Hospitality at McCormick Place  
2301 South Lake Shore Drive Chicago, IL 60616  
Telephone (312) 791-7250 Fax (312) 791-7280



## Black Women's Expo 2024 – INSURANCE RELEASE FORM

**\*INSURANCE RELEASE FORM REQUIRED\***

Please email completed form to: [tbwe@mgpgevents.com](mailto:tbwe@mgpgevents.com)

<b>SHOW NAME:</b> BWe NEXT (The Black Women’s Expo)	<b>VENUE:</b> McCormick Place  <b>DATES:</b> August 2-4, 2024
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**DEADLINE: Wednesday, July 24, 2024**

A new requirement of your ability to exhibit at the Black Women's Expo in Chicago is to provide us with this signed Insurance Release Form in addition to the Certificate of Insurance (COI). Black Women's Expo intends to provide a safe and secure environment at the show and therefore we encourage for your protection, that each exhibitor will carry liability insurance for the show. To assist in this process, we have sourced an affordable plan – an Exhibitors Insurance Policy – for those exhibitors that do not currently have liability insurance for their businesses. The insurance company, Rain Protection, has an Exhibitor Plan with coverage starting at \$91.00. If You purchase the COI, The Black Women’s Expo must be listed as “additional insured” on the certificate of insurance. Exhibitors will not be allowed to enter the Show or exhibit unless they sign this Insurance Release form. Please email form to: [tbwe@mgpgevents.com](mailto:tbwe@mgpgevents.com).

By signing this Insurance Release Form, the Exhibitor acknowledges, however, that BWE, MGPG Events Inc., Show Strategy, Inc. the Show Parties (as defined below), and the Show disclaim responsibility for any loss, cost or damage to your property, artwork, product, displays, etc. and that neither BWE, MGPG Events Inc., Show Strategy, Inc. nor the Show Parties carry any insurance for the benefit of Exhibitor.

As further consideration for acceptance of Exhibitor's application and participation in the show, the undersigned Exhibitor acknowledges and agrees that (a) its participation in the Show is solely at its own risk, and (b) it is encouraged to carry insurance to cover the risks described in this Release and the Rules and Regulations for the Show. The Exhibitor agrees to indemnify, protect, defend, hold harmless, release and discharge the Show, BWE, MGPG Events Inc., Show Strategy, Inc. and all of their respective principals, agents, owners, members, trustees, affiliates, subsidiaries, predecessors, successors, employees, and assigns, and all other related persons or entities, named or unnamed (collectively the “Show Parties”), from any and all liability, claim or demand of whatever nature, actions, and causes of action, damages, costs, losses, attorney fees, injuries of any kind, and compensation for damage or loss to person or property, regardless of the cause and regardless of whether such loss, cost or damage is due to any form of negligence of BWE or Show Parties.

Dated: \_\_\_\_\_, 2024

Acknowledged and Agreed:

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Signature: \_\_\_\_\_



Rainprotection is an Authorized Official Insurance Supplier for MGPG Events Inc.

## Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, August 1-5, 2024 naming MGPG Events Inc. (159 N. Sangamon, Suite 200, Chicago, Illinois 60607) as the certificate holder. The following must be named as additional insured: MGPG Events Inc. c/o SPACES, McCormick Place and The Black Women's Expo.

## Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

### Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

## Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance  
Pricing starts at \$91 and may slightly increase depending on the state your company is domiciled

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=5a3b483bc0a8>

**After reading the above information**, if you still decide to use your own insurance, please make it compliant and then submit a copy to:  
[schildts@mgpgevents.com](mailto:schildts@mgpgevents.com)

### **NON USA EXHIBITORS**

We can provide compliant insurance for all Non U.S. exhibitors.  
Please send an email to [Sales@rainprotection.net](mailto:Sales@rainprotection.net) with further instructions.



# TECHNOLOGY SERVICES EXHIBITOR ORDERING GUIDE AND FACILITY INFORMATION

## BLACK WOMEN'S EXPO 2024

**AUGUST 2 - 4, 2024**

Advance Rate Deadline Date:

**JULY 17, 2024**

[Click here to order Technology Services or go to www.mccormickplace.com](#)

**Please contact us if you need assistance.**

(312) 791-6113 (Call Center)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

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## Money Saving Tips

Following are some tips that will help contribute to a successful event and save you money!

- Order your services via our Online Ordering System by the **deadline date** at [McCormick Place Technology Services On Line Ordering](#)
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	<b>DT</b>	12:00am-4:30pm <b>OT</b> for 1st Eight	<b>DT</b>
6:00am-10:00pm	<b>ST</b> for 1st Eight Consecutive Hours & <b>OT</b> Only After Eight Hours	Consecutive Hours & <b>DT</b> Only After Eight Hours	
10:01pm-11:59pm	<b>OT</b>	4:31pm-11:59pm <b>DT</b>	

## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee 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 McCormick Place. **An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

“Exhibitor Employee” is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment

- Skidding, positioning, and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, visit the Exhibitor section of the McCormick Place website: [McCormick Place ASUV Program](#)

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call. Your call will be promptly returned between the hours of 7:00am – 6:30pm**

## EXHIBITOR RIGHTS “DO NOT APPLY” TO

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must follow the State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes in the legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

### **IT IS IMPORTANT TO NOTE THAT THE LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes, created by the legislation, by posing as an exhibitor employee will incur serious consequences including the possible revocation of the “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

John Race	<a href="mailto:jrace@mccormickplace.com">jrace@mccormickplace.com</a>	773-709-7076
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

# EXHIBITOR BILL OF RIGHTS COMMUNICATION/ REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: [McCormick Place ASUV Program](#)

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with, please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline		312-791-7299
John Race	<a href="mailto:jrace@mccormickplace.com">jrace@mccormickplace.com</a>	773-709-7076
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

The following will occur upon request:

- You will be contacted within 5-7 business days
- Your case will be reviewed by McCormick Place management
- You will receive feedback from us no later than 30 days after all documentation has been submitted
- Your written report will be submitted to the McCormick Place Advisory Council for review

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION  
AND TRADE SHOW DESTINATION.  
WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH**

## Telephone Services

Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is deactivated the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.

The cost of our telephone service includes telephone usage\*. If applicable, telephone usage is billed after the close of the event and billed to your credit card. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.

**Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.

**International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

## Description of Telephone Services

**Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trim line telephone instruments.

**Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is available only if you have ordered an Analog Single-Line Service.

**Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones instruments are to be returned to avoid being charged a telephone replacement fee.

**Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is only if you have ordered a Digital Multi-Line service.

**Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

**Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

## Cable Television Access

(Available in North, South, and West Buildings only – limited access in Lakeside. Contact us to confirm availability)

We offer cable television services from Comcast. This includes all channels within the Comcast Business Service tier and the Sports Package. A comprehensive channel listing is available upon request. Damaged equipment can be charged to the customer at \$150/cable box and \$25/remote. Please ensure that you have the appropriate HDMI cable to connect to the cable box.

## Network Security at McCormick Place and Wintrust Arena

Please be aware that the McCormick Place staff provides no services around securing your data network. Referenced in our Terms and Conditions for Service is the following:

*10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.*

Our bandwidth delivery should be treated as you would any Internet provider's service. You will need to manage your own data and network security.

To provide some assistance to that end, please review the following helpful tips:

- Ensure that your computers have the latest Anti-Virus updates, ideally before arriving on site
- Apply all of the most recent operating system patches, ideally before arriving on site
- Utilize firewall software on all connected devices
- Utilize your own physical firewall(s) on each key VLAN
- Report issues immediately to both show management and facility IT representatives.
- Ensure that you do not attempt to troubleshoot physical issues by relocating network cables to a different switch, port, or wall jack
- Make sure you have the permissions for administrative rights for computers on which you might need to install programs or modify settings.
- Be aware that the facility's wireless network will have peer-to-peer turned off for security purposes. This can have an impact if wanting to utilize a wireless printing solution or work with IOT devices. The best options for printing are to either print with a wired network or utilize a printer that supports cloud printing such as Google Cloud Printing or a third party cloud print service. For Alexa and other IOT devices, internet mirroring via virtual assistants and other IOT devices is not possible on the facility wireless network. You must have your own dedicated Wi-Fi configured to accept these devices.

Please review the FTC's guidance for securing a wireless network. Although this document is meant for the home user, many of the same concepts will hold true;

**<https://www.consumer.ftc.gov/articles/0013-securing-your-wireless-network>**

If you have any questions please contact the Technology Services Department during the ordering process. We work closely with our customers to ensure that they have the best experience possible. We strive to provide a top caliber and very safe experience, however, please understand that we are unable to provide guarantees or warranties against malicious activities, and we are unable to provide guidance on what services or hardware you should use for network security.

## Internet Services

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event/meeting days and move-out. The Technology Services department will work with you and your staff to meet your technical needs. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall for wired services (we offer firewalls for rental). All Internet prices are a flat rate for the duration of your event; no per minute usage or connection, charges apply. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com)

**Please note:**

The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

### Description of Wired Internet Services

The following chart highlights the wired services offered. Please note the number of additional IP addresses available with each wired service. 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.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	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>Connecting a wireless access point is not permitted on this service.</b>
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 2 DHCP Private IP addresses.	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>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 5 IP addresses. Up to 5 additional addresses can be purchased	3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be purchased.	6.0 Mbps. <b>Connecting a wireless access point is permitted on this service.</b>
Dedicated Wired 12.0 Mbps	12.0 Mbps	Includes 15 IP addresses. Up to 10 additional addresses can be purchased.	12.0 Mbps. <b>Connecting a wireless access point is permitted on this service.</b>
<b>Dedicated Services Greater than 12.0 Mbps - Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a> for a quote</b>			

## Description of Wireless Internet Services

For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. 802.11ac is available in some areas. Our wireless network is optimized for 802.11 a, n, or ac devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. The following chart highlights the wireless services offered (**Call for availability of these services**).

Service	Connection Speed	Recommended Uses
VIP Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, and is intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services do not offer peer to peer. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing and information on multi-user discounts, please contact us.
VIP Plus Wireless Service (1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds up to 10 Mbps	
VIP Ultimate Wireless Service(1-device per service) <b>Cannot be transferred across devices.</b>	Typical Speeds Up to Unthrottled	

## Restrictions on Use of Outside Wi-Fi Equipment

McCormick Place provides a robust highly-effective wireless solution which uses top of the line Cisco Access Points, Controllers, and the Cisco Prime Network Control System. For high density applications, we may augment the permanent system with additional Cisco wireless access points. McCormick Place has made this investment in order to offer our events the best possible wireless network solution. Deployment of unregulated outside wireless networks and equipment will decrease the overall quality of wireless internet in the facility. Under the best of circumstances, there are limited channels which all wireless equipment must operate on. When competing networks are placed in the same space, users encounter degraded service or the inability to access available networks. McCormick Place may offer a waiver to allow an exhibitor or show manager to provide their own wireless access point. A waiver will only be provided under the following conditions:

- The exhibitor or show manager must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 14 days in advance of the first move-in day for the show.
- The exhibitor or show manager must purchase a 6 Mbps or greater dedicated service from the facility for use with the access point.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor or show manager must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor or show management provided unit interferes with the facility's Wi-Fi system, the user will be required to disable it. If the access points were registered with the facility, the user will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
- If an exhibitor or show manager is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
- Exhibitors or show managers who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

## Read carefully before using outside wireless internet providers

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. McCormick Place provides a competitively priced, exhibitor targeted Wi-Fi service which can be used throughout the facility and is supported by an in-house staff. In order to help our customers who need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party example	McCormick Place VIP Wireless
Basic Service for one device	\$499 (4 devices maximum)	\$300 (\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3 <sup>rd</sup> party offerings, this service can extend to any number of devices needed at a continually reducing scale.)
*Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi provider other than McCormick Place.		
Additional days beyond 3	\$125	No charge
*The basic service from our sample provider only covers 3 days.		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$300

Although the initial appearance may be that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who require customer support
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.



## Wireless Access Point Waiver

If you plan to utilize a wireless access point on a hard wired service, please review this page carefully and submit the necessary information

McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel and the Marquis Marriott Hotel.

McCormick Place may offer a waiver to allow an exhibitor to provide wireless service within their own booth/contracted space. A waiver will only be provided under the following conditions:

1. The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
2. The exhibitor must purchase a 6 Mbps or greater dedicated wired internet service from the facility.
3. Any approved access points must be capable of manual power output and channel selection adjustments.
4. The exhibitor must configure the approved access point to the requirements specified by the facility.
5. Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.

**If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, their wired service will be terminated.**

Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

**Please email the following information to [technology@mccormickplace.com](mailto:technology@mccormickplace.com) no later than 1 week prior to event move in.**

- Event Name
- Company Name
- Contact information
  
- SSID
- AP MAC Address
- AP Manufacturer
- AP Model
  
- Intended 2.4 GHz Channel (1, 6, or 11)
- Intended 2.4 GHz Signal Strength
- Intended 5 GHz Channel
- Intended 5 GHz Signal Strength
- Intended Mounting Height:

## Placing an Order

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the **deadline date** or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order, payment, and floor plan** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.** This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## Payment Policy

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event. For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the State of Illinois.

## Cancellation Policy

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.
- For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## Limitation of Liability

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

# TECHNOLOGY SERVICES RATE SHEET

Effective June 1, 2024 - May 31, 2025  
Rates are subject to change without notice.

**DEADLINE DATE: July 17, 2024**

[Click here to order Technology Services](#) or go to [www.mccormickplace.com](http://www.mccormickplace.com)

DIGITAL WIRED INTERNET SERVICES		
Refer to page 8 for service descriptions.		
All services include installation of ONE 10Base T Network cable, terminated on an RJ45 end.	Advance Rate	Standard Rate
3401 - Associate Class	\$ 600.00	\$ 750.00
3402 - Executive Class	\$ 1,300.00	\$ 1,625.00

DEDICATED WIRED INTERNET SERVICES		
3405 - 3.0 Mbps Service	\$ 4,000.00	\$ 5,000.00
3406 - 6.0 Mbps Service	\$ 8,000.00	\$ 10,000.00
3407 - 12.0 Mbps Service	\$ 10,000.00	\$ 12,500.00
3354 - Additional TCP/IP Address	\$ 150.00	\$ 200.00
Dedicated Services greater than 12.0 Mbps Please call us at 312-791-6113		
Connecting a wireless access point is permitted on 6.0 Mbps or greater.		

EQUIPMENT SERVICES		
3358 - 8 Port Hub Rental	\$ 125.00	\$ 160.00
3376 - 16 Port Hub Rental	\$ 200.00	\$ 250.00
3377 - 24 Port Hub Rental	\$ 250.00	\$ 315.00
3367 - Firewall Rental	\$ 625.00	\$ 780.00

WIRELESS INTERNET SERVICES		
To utilize VIP services your device must support 5.0 Ghz. One service for each device. Cannot be transferred across devices. <b>CALL FOR MULTI-USER PRICING</b>		
3410 - VIP Wireless (1.5 Mbps)	\$ 300.00	\$ 375.00
3420 - VIP Plus Wireless (10 Mbps)	\$ 450.00	\$ 525.00
3430 - VIP Ultimate Wireless (Unthrottled)	\$ 600.00	\$ 750.00

LABOR ONLY SERVICES		
Additional wiring is done by our installers on a time and material basis. CAT 5 Cable is included in the labor rate.		
3359 - Technology Services Labor Only - Use this service to request telecom labor for booth when there is no internet services required. Deposit charged actual labor billed once work in completed.	\$	120.00
4007 - Back Out Lights Over Booth - Use this service to request labor to back out lights, Deposit charged actual labor billed once work in completed.	\$	120.00

TELEPHONE SERVICES		
Refer to page 6 for service descriptions.		
Single line and multi-line services include phone instruments.	Advance Rate	Standard Rate
3310 - Analog Single Line	\$ 290.00	\$ 435.00
3321 - Analog Single Line Extension	\$ 140.00	\$ 210.00
3315 - Digital Multi-Line	\$ 620.00	\$ 930.00
3322 - Digital Multi-Line Extension	\$ 315.00	\$ 475.00
3311 - Voice Mail (for Analog Single Line Only)	\$ 60.00	\$ 90.00
3319 - Other Carrier Services	\$ 265.00	\$ 398.00
3340 - Polycom Sound Station Must order a Analog Single Line service	\$ 210.00	\$ 210.00
3337 - Analog Single Line Speaker Phone Must order a Analog Single Line service	\$ 12.00	\$ 18.00
<b>Services includes:</b> Unlimited Free Toll-free and Local (Chicago Metro) calls 100 minutes on Domestic Long Distance at no charge We charge for all international calls		

CABLE TV SERVICES		
Service Available in South and West Buildings. Limited service available in North, please call 312-791-6113 to confirm location. No service in Lakeside.		
1560 - Cable Access	\$ 257.00	\$ 386.00
1570 - Additional Connection - only one additional per Cable Access (1560) permitted	\$ 34.00	\$ 50.00

LABOR RATES		
Straight Time	\$	120.00
Over Time	\$	171.00
Double Time	\$	222.00

**Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service**

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

Please be sure to include the following items:

- Company Name and Booth Number
- On-site name, cell number, and expected arrival date
- Equipment delivery and Flooring installation date.

## Terms and Conditions for Internet Services

**Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your bill.

1. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a. assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b. collecting information required to complete the installation that customer fails to provide.
2. **Use of Internet Services.**
  - a. **Applicability.** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  - b. **Revisions to Policy.** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  - c. **Violations.** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  - d. **Commercial Use.** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  - e. **No Reselling of Services.** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.
  - f. **No Illegal or Fraudulent Use.** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
  - g. **No Infringement of Intellectual Property Rights.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.

## Terms and Conditions for Internet Services (continued)

- h. **No Threats of Harassment.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
  - i. **No Harm To and Protection of Minors.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
  - j. **No Spamming.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
  - k. **No Hacking.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.
  - l. **No System Disruption.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other’s ability to send or receive information.
3. **No Impersonation of Forgery.** You agree that you will not, nor allow others to, impersonate another user, falsify one’s user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
4. **No Abuse of Newsgroups.** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
5. **No Viruses.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer “viruses,” worms, “Trojan horses” or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
6. **Wi-Fi Monitoring.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place’s failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
7. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

## Terms and Conditions for Internet Services (continued)

8. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
9. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
10. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
11. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
12. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
13. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
14. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply.
15. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

# Facility Regulations

## Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. Upon proof of show management approval, an insurance disclaimer will need to be completed. Disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Risk Management Manager at (312) 791-7113.
- A City of Chicago Application for Temporary Animal Exhibition Permit must be obtained for all animals and pets in your exhibit. An application fee will apply. For more details please call (312) 791-7113

## Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- 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.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

## Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking and vaping are not permitted in McCormick Place. Smoking stations are located outside of the facility.

## Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## Hanging Items

- 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.
- All requests for hanging items must be reviewed and approved by Show Management.
- The responsibility to hang an item is shared by your general service contractor and the utility provider.
- For 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, communication 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.

## Parking and ASUV Programs

### Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [McCormick Place Parking](#)

### Self-loading/Unloading

- **Automobile and Small Utility Vehicle (ASUV) Program**
  - McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.
- **Hand Carried Items**
  - Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

## Exhibit Hall Use and Guidelines

### McCormick Place Access Regulations (BEEP)

All Event Approved Contractors (EACs) or persons working on show floor must enter through one of the 3 Building Entry and Exit Procedure (BEEP) locations and receive/wear the wristband of the day.

This allows entry into McCormick Place buildings and must be adhered to regardless of credentialing system issued for floor access by event management.

The exception is for official exhibitors wearing show credentials - contractors working on the show floor to assemble and disassemble booths or similar type work should not be issued exhibitor credentials to circumvent this process.

## Fire Safety Regulations

- Fire Prevention reserves 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 or [agray@mccormickplace.com](mailto:agray@mccormickplace.com) 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.



## **Booth Staging (continued)**

- 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.
- 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 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.

## **Open Flame Devices**

Used for illumination or decoration, 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, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of 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- B:C strategically located with 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 allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to 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.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the 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.

## **Hazardous Demonstration/Display Materials/Pyrotechnics (continued)**

- 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 O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. 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 – B : C 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.

## **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.

## **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.

## **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 Chicago Fire Department 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.

## Multi-Level Booths or Ceilings (including tents) continued

Booths fall into one of the five following booth formats:

- Format 1: Exhibits with two stories under 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 through 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. Maximum 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 Code Items for Multiple Level Booths (continued)

- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau 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 fireguards 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.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.



# FAQ

## **How is freight transported to my booth?**

McCormick Place will have a dedicated Teamster team to help with delivery of your freight to the booth. There is a charge for using dock services.

## **Can I order booth cleaning services?**

Yes. You would place your order via the Show Strategy Boomer portal.

## **Can I transport freight myself?**

Yes. The McCormick Place has a program called Automobile and Small Utility Vehicle (ASUV). This is located right next to the hall. Cars, pickup trucks, and vans may use this ASUV lane to unload their product and bring directly to the booth. Please refer to the manual on what is acceptable to be used to transfer your freight and where you need to check in at. You can also use this link to gather more information <https://www.mccormickplace.com/exhibitors/asuv/>

## **Where are the empty stickers and what are they used for?**

The empty stickers are labels to be placed on all crates, boxes, or product you want placed in storage and then returned to your booth after the show. Please make sure that your booth number and company name are on each sticker. There is a charge to use storage services, unless you paid for dock services. **You will not have access to your items once they are in storage!**



### **Can I order Internet service?**

You would order internet services through the McCormick Place. That form is in the exhibitor manual and on the Show Strategy Boomer portal.

### **How do I order electrical service?**

The electricity is ordered through Prime Electric. Their form is in the exhibitor manual and on the Show Strategy Boomer portal as well.

### **How do I retrieve my storage after the show?**

As soon as show is over, our teamsters will begin to bring your empty freight back to your booth.

### **Is there parking near McCormick Place?**

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [McCormick Place Parking](#)

Please feel free to email us at [clientsupport@showstrategy.com](mailto:clientsupport@showstrategy.com) for any additional questions that you may have as you plan for your upcoming event. You can text or call us as well at **312-820-1205**. We are here to help!