



A – Z: GENERAL INFORMATION TO PLAN YOUR BOOTH

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Accidents

If you are involved in or witness an accident or near miss while on site, please report it to the Show Office immediately.

Trained first aiders attend the show - if you require first aid assistance, please contact a member of security or the event team who will arrange this for you.

Accommodation

Coming soon

Aisle Management

No exhibits or booth build may reside in the aisles

Alcohol

If you wish to sample / serve any alcohol or food on your booth, please ensure you declare this on your health & safety declaration form. Exhibitors are not permitted to sell alcohol for onsite consumption.

Any booth selling or sampling alcohol will be required to have at least one personal licensee who will be responsible for all activities. This named licensee must always be present on-site during the open period of the show. The consumption of alcohol within the halls during build-up and breakdown is not permitted and anyone working under the influence of alcohol may be removed from the venue.

Animals

Assistance dogs are the only animals permitted entry to the show without written permission from the organizers.

If you plan to have any other animal(s) or livestock on your booth, you must apply approval by email questions@theshowhelper.com

Audio-Visual

Ceavco are our official AV company this year. The rental order form can be found on the Freeman site www.freeman.com. Please email rentalbooths@ceavco.com for additional information.

Badges

EXHIBITOR PERSONNEL BADGES

Further Information on how you can register for your exhibitor badges via our approved supplier will be released soon. You will be communicated as soon as this information is available within the Exhibitor Portal (E-Zone).

Balloons (helium filled)

If you wish to use helium filled balloons on your booth you must highlight this on your Health & Safety Declaration and submit a risk assessment for this activity to the organizers. Please note the following regulations about helium filled balloons in the venue:

- Helium balloons must be safely secured, as charges for recovery will be incurred if any float to the roof.
- Helium balloons are only permitted when fitted with slow release valves.
- Helium balloons cannot be filled while the exhibition is open to the public.
- Helium canisters must be stored off site during the show.



Booth Package

See Pipe and Drape booth section of the manual for details. Please make sure you have submitted the proper spelling for your ID Sign to be printed for your booth, this will have been done at the time of booking your booth.

Lighting and power are not provided as part of the package and should be ordered directly using the relevant order form.

Business Facilities (photocopying / printing etc.)

There is a FedEx Office Business Center onsite. Please visit <https://local.fedex.com/en-us/il/chicago/office-5020>

Canvassing / Aisle Congestion – off booth promotions

Exhibitors may only conduct business and distribute literature from their own booths – please plan your space accordingly. Activities may not spill into aisles; this includes the use of comic-style characters. If unwelcome visitors trying to sell their products approach you on your booth, please take a business card from them and inform the organizers. On booth promotions ARE permitted provided they do NOT in ANY WAY interfere with other exhibiting companies. Presentations which lead to crowding of the aisles, walkways and entrances, or in the view of the Organizers present a safety hazard, are not permitted.

Catering

Exhibitors who would like to provide booth hospitality such as food or drinks to visitors must order this through the below link: savorchicagomcpl.com

COI (Certificate of Insurance)

All exhibitors are required to obtain and submit their insurance certificates no later than **July 31st**. 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. More details will follow shortly, but in the meantime, please reach out to sales@rainprotection.net if you have any questions regarding insurance. Note: please check with your account manager whether your insurance has already been handled at the time of booking or if a new policy is required and needs to be purchased/submitted.



Chemicals

If you intend to use any chemicals, you must notify the organizers by declaring your activities on your health & safety declaration form. You will be required to submit a risk assessment and COSHH assessment, in order to comply with the venue's regulations. COSHH regulations must be adhered to.

Children

In accordance with Health & Safety regulations, **children under 16 years of age are not permitted in the Exhibition Halls during the Move-in, Open and Move-out periods.** There are no exceptions to this rule.

Cleaning

Exhibitors are responsible for cleaning their own booths. Booths will be hoovered on the pre-show open evening. You can clean the booth yourself or you can order cleaning from the decorator.

It is the exhibitor's responsibility to take all waste away or contact Freeman to arrange payment for waste. Any items left in the aisle will be treated as waste and will incur charges.

Code of Practice

Please ensure that your booth is always staffed during the show open period and that all exhibits remain displayed during the show open hours.

In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of displays or exhibits commence until all visitors have left the halls on the final day of the exhibition.

Products of companies not exhibiting at the show cannot be used on booths for display purposes without permission from the Organizers.

Compressed Air & Gases

It is not possible to use Compressed Air or Gases within the venue.

Customs & Excise

Customer clearance of goods take place at port of entry. The freight forwarding contractor can arrange this for you (Freemans).

Delivering & Vehicle access to the venue

The venue runs a strict policy on deliveries and unloading at the venue, please see directions & delivery instructions section of the manual for more information.

Demonstrations

Demonstrations should be highlighted on your health & safety form and a risk assessment completed for your activities. Crowding of the aisles, walkways and entrances by visitors watching presentations are not permitted. Where neighboring booths cannot mutually agree on satisfactory level for such activities, the organizer will act as an arbiter. The Organizers decision is final and non-negotiable. The Organizers reserve the right to curtail practice, which they consider dangerous or detrimental to the show. Noise levels must be kept below 50 decibels and not cause annoyance to neighboring exhibitors and/or visitors. In the case of dispute, the organizer's decision is always final. We reserve the right to disconnect the booth power.



Dilapidations & Damages

You are not permitted to fix to any part of the fabric of the building and charges will apply to any associated damages. Charges will also apply for paint spillage, abandoned carpet tape, etc.

- Exhibitors are responsible for cleaning their own booths. It is the exhibitors responsibility to take all waste away or contact the decorator to arrange payment for waste. Any items left in the aisle will be treated as waste and will incur charges.
- Shell scheme / pipe and drape exhibitors are also reminded they are responsible for all shell scheme / pipe and drape panels and will be charged for any damages through inappropriate fixings, painted panels etc.
- Raw / Space only exhibitors are reminded that ALL booth fitting materials, exhibits and flooring must be removed from the halls during breakdown
- It is a requirement that a representative of every space only booth reports to the Organizers Office for a site check before departing. A site clearance form will be issued indicating clearance /charges as relevant. Any booth not obtaining a form will accept any dilapidations charges invoiced to the booth holder after the show. It is therefore essential that you brief your contractors of this system.
- The venue management will charge for any damage made to the walls, floors, paintwork, carpeting and other facilities. Therefore, exhibitors must protect the walls, flooring and fabric of the hall from damage at all times, particularly when moving materials or equipment and if painting or using other fluids on site.
- Notices must not be affixed to the fabric of the building without prior permission. Sticky fixers, Blue tack, Sellotape must not be used on painted surfaces. Under no circumstances must cables, wires etc. be attached or affixed directly to the walls or ceilings in the main exhibition areas. All Exhibitors need to be self-sufficient with regards to use and provision of equipment and the rigging/de-rigging of display material.

Disability Discrimination Act (DDA) / Equalities Act

McCormick Place and the Organizers endeavor to provide all visitors the same opportunities.

Exhibitors should be aware that they also have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favorably than people who aren't disabled, which include: -

- Reasonable adjustments must be made to services and environments so that disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided.

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used a **guide only**.



Disabled Venue Facilities

The venue offers access to Chicago Build Expo to people with disabilities. If further assistance is required on site, please contact the Organizers or one of the Show Stewards. If you require more information on this, please visit <https://www.mccormickplace.com/attendees/ada>

Dress Code

What is the dress code?

The dress code is business attire.

Are there any restrictions on my booth?

We strive to create an inclusive environment at all of our shows and we work hard to host an event that contributes towards the construction sector's efforts towards building a more diverse and equal industry. We therefore kindly ask that you do not employ 'promo girls' and have staffed dressed appropriately at your booth, in line with our values. If you need examples of appropriate dress code or you wish to speak with us directly, please don't hesitate to email chicagobuildexpo@oliverkinrossevents.com

Draping, Decorations, Artificial Flowers, Candles

All decorations, draping and artificial flowers used for booth dressing must be flameproof and comply with all Fire & Safety Regulations as detailed at the rear of this manual. Copies of all appropriate certificates should be available for inspection on site.

Please note that under no circumstances are display candles to be lit on any booth at any time. The use of projectors, gobos, and helium balloons is not permitted without the prior approval of the organizers – please highlight any such items on your health & safety declaration form and submit together with a risk assessment for your activities to questions@theshowhelper.com

Drayage

All items and materials that must be brought into the facility by Freeman (anything that comes through the loading dock) are subject to Material Handling Charges and are the responsibility of the Exhibitor. Refer to the material handling form found in Freeman's online ordering for charges for the service.

Electrical Services

Booths do not include any electrical supply. Freeman is carrying out all the electrical work in the hall for the exhibition. For your convenience, a service desk will be set up on site during move in.

Connection of Power to Booths - During move in, initial connections to booths are made as early as possible; however, raw space / open space exhibitors and contractors are advised that booth power will not be available for actual booth construction at the start of the build.

If a supply is needed at the start of building, then a temporary supply must be ordered for use during build-up and breakdown. Use of the venue's electrical sockets is not permitted, and cables must not cross gangways. Once power has been energized during move in, it will be switched off each night, including the pre-open night. If you need power overnight, you will need to order a 24-hour supply.

During open, power to your booth will be switched off 30 minutes after the show closes each day and will not be switched back on until the following morning. If you require 24-hour power, please arrange this with the electrical contractor. On the last open day, power will not be switched back on under any circumstances, due to the hazards presented during the breakdown of booths. If you need a supply beyond this time, please arrange this with the electrical contractor.



ELECTRIC WORK EXHIBITORS MAY DO THEMSELVES

- An exhibitor with a 100sq.ft booth of less and one 500 Watt order may install and dismantle their own lights without the use of tools and ladders.
- Test and tune their own equipment
- Run their own communications cable between machines in the same booth above the booth carpet
- Connect modems, printers, computers and tablets (up to 8 devices) and install their own lightbulbs

ELECTRICAL MAINS POWER BOXES

On every block there will be an electrical mains power box. This will be placed on the wall of the booth which is placed over the duct. The organizers will, where possible try to fix this so that it does not infringe on the booth aesthetics or on a booth with bespoke walling. Please do not cover this power box if it is fixed to your booth walling, as access may be needed at any time.

ELECTRIC – QUICK REFERENCE TO POWER CONSUMPTION

The quick reference guide is designed to assist you in planning your power requirements, and if followed will reduce the likelihood of problems occurring at the exhibition venue.

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

Can Opener	500	Iron	700 - 1100
Credit Card Reader / Lead Retrieval	100	Juicer	
Cash Register 100	200	Single	500
Coffee Pot		Double	1000
Household size	1200	Laminator	2000
Large Brewer	1500 - 2000	Lead Retrieval / Card Reader	100
Computers		Lights with Freeman rental	200 each
Desk Top (monitor & CPU)	200 - 900	Microwave Oven	500 - 2000
Lap Top	150 - 300	Mixer	500 - 1000
Monitor (independent)	50 - 200	Photocopier - dependent upon	May require 208v
Computer Printer		Pizza Oven (small)	30 amp/120 volt Special
Dot Matrix	100 - 500	Plasma TV - 32" to 50"	1000
Laser	400 - 1000	Popcorn Maker	2000
Crock Pot	200 -1000	Projector (May be dependent upon size)	1000
DVD Player	100	Small	100
Electric Frying Pan	1200 - 2000	Regular	700
Fax Machine	1000	Meat Slicer	500 - 1000
Food Processor	500 - 2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100 - 500
Griddle	1500	Television	100 - 500
Hair Dryer	1000 - 1900	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500 - 2000	Typewriter	100
Hot Plate		Vacuum Cleaner 1500	1500
Single	1000	Water Cooler 100	100
Double	1500 - 2000		
Hot Water Heater	30 amp/208 volt/Single Phase		
100 WATTS = 1 AMP			



Please Note:

All sockets are supplied on daytime power only unless 24-hour continuous power is requested and quoted for.

Actual power requirements will vary dependent upon the individual equipment used. All electrical equipment has a Rating Plate that shows its power consumption in Watts (W) or kilowatts (kW). You should carefully examine all equipment to be used and calculate the exact power usage before ordering your electrical power requirements.

If you are ordering a socket so as to be able to supply your own lighting arrangement(s), then in accordance with the regulations, the maximum power rating of any single lighting circuit is 1000W (1kW), so if, for example, you had 3kW of lighting on your booth, you would need to order 3 x 1kW sockets for this arrangement.

Under the current regulations it is not permissible to order a socket and use it to supply a consumer unit if you are carrying out the installation of your own electrical wiring and equipment. In these circumstances you will need to order an electrical mains supply.

Lighting

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded appropriately.
- Light fitting flex must not be draped across the ceiling grid (if applicable), or left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure.
- Spotlights/floodlights/halogen lamps, etc. must be guarded and mechanically fixed, to prevent risk of injury to persons.
- All lighting must be kept at least 300mm away from muslin/fabric ceilings and other combustibles.
- Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.
- Heavy fittings (over 1 kg) require a secondary means of support.

Socket Outlets

- Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2 meters.
- Extension leads must not be plugged into other extension leads (commonly known as 'daisy-chaining').
- Block adaptors and drum reel extension cables must not be used.



ELECTRICAL TESTING

Testing Charge

All electrical contractors are required to test their electrical installation to a minimum standard demonstrated in the Current EIA Electrical regulations e-guide also Incorporating BS 7671 17th edition.

Following the completion of the installation by the allocated contractor the following must also be adhered to before energization of the supply may be facilitated;

- The installation must meet the standards required by the regulations, however, should the installation not meet these requirements the facility is authorized to postpone energization until they are met satisfactorily.
- If for any reason the electricians responsible for the installation cannot carry out the required Test & Inspection, the electrical contractor may carry out this service on their behalf for a fee. The amount of this will depend on the Complexity of the installation to be tested, which includes standby during the open period of the event. This will be in addition to any costs related to the mains supply or administration. Please be aware that any personnel involved will remain responsible for their own installation.

Should you require any further information or quotations please do not hesitate to contact a member of the Electrical team.

SUMMARY OF ELECTRICAL REGULATIONS

- All electrical equipment and exhibits must be guarded to prevent accidental contact with live terminals.
- Light fittings must not be balanced on top of the ceiling grid without being secured.
- Light fittings must not be secured with sticky tape/string etc. – clips/insulated wire/heavy duty electrical ties must be used.
- Light fitting flex must not be draped across the ceiling grid or left hanging in coils.
- Light fittings attached to metal displays must be earth bonded.
- Spotlights/floodlights/halogen lamps, etc. must be guarded, to prevent risk of injury to persons.
- Lighting circuits must not exceed 1,000 watts.
- Lighting circuits must not be looped or connected to power circuits.
- Only one multiplug adapter of trailing socket type may be connected to each installed socket outlet, with a maximum trail of 2m.
- Only one cable to be connected to plug top and all cables kept to a maximum of 2 meters.
- Multiplug adapters may not be used to feed other multiplug adapters.
- Joints in cables where necessary shall be in insulated screwed connectors and be totally enclosed in insulated enclosures – i.e. all connectors must be protected by plastic boxes.
- Flexible cable must not be used for booth wiring.
- All electrical wiring below 2.8m (on partition walls or at floor level) must be protected in PVC or metal tube.
- All electrical wiring under floors must be protected by heavy gauge PVC or metal tube.
- All sockets must be 13-amp metal switch sockets.
- Main switches and distribution must be metal clad.
- Switch gear must be fused or circuit breaker on the phase conductors and solid neutral.
- All transformers shall be fused on primary and secondary side.
- All equipment and exhibits must be guarded as to prevent risk or injury to persons.
- All neon signs below 2.5 meters must be enclosed in a metal case with suitable transparent front and controlled by an approved “Fireman’s Emergency Switch”.
- NB: It is the responsibility of all exhibitors to be aware of the full Exhibition Venues Association Regulations for booth electrical installations. Failure to observe any of the regulations may result in delays, restrictions and / or criminal proceedings against the exhibitor.



Emergency

PLEASE DO NOT CALL THE EMERGENCY SERVICES DIRECTLY. ALL EMERGENCIES MUST GO THROUGH SHOW MANAGEMENT OR THE CONTROL ROOM. This is to ensure that the emergency services can be directed quickly and efficiently on arrival. Please ensure that you and everybody on your booth familiarize themselves with the emergency procedures in the Health & Safety section of the manual.

Exhibit Appointed Contractors

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by McCormick Place. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirement.

Fire Precautions

Fire extinguishers will be distributed around the halls and may NOT be removed. If you have activities which increase the risk of fire, you must order additional extinguishers.

Booth staff should be made aware of the location of all fire exits and alarm points within the hall and may request training on the use of fire extinguishers from the Fire Officers if required. In all cases, a) equipment provided for the sole purpose of first response firefighting must not be abused, misused, relocated or concealed; b) the operational effectiveness of sprinkler installations must not be interfered with; c) fire alarm call points must not be operated without due cause; d) fire doors must not be obstructed, nor their effectiveness otherwise reduced & e) fire hydrants must NOT be used as a source of water, except for fighting fires.

Fire exits must always be kept clear and no exhibits or packaging materials may be stored behind booths. All materials used in booth construction / dressing must be fire retardant to the relevant standards – please consult the operations team for further information. No naked flames or LPG will be permitted without prior written approval.

First Aid

The First Aid Centre is located at the venue and will always be open, including move in and move out. Please contact the organizers or a show steward for assistance.

Floor loading

The floor loadings vary throughout the venue and therefore any unusual loads must be discussed with the organizers prior to the build-up. Failure to do this may result in items being unable to be brought into the hall.



Food Sampling & Tasting Rules

If you wish to carry out sampling or tasting from your booth please contact Savor Catering at info@savorchicagomcpl.com. Please note that all sampling must take place within your booth and not adjacent to the booth or within the show aisles.

Sampling sizes are allowed as follows: -

- **Food; Bite Size**
- **Individually wrapped items**

Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimize the risk of cross-contamination. The guidance below should be followed:

1. Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
2. Customers should not be allowed to sample from food held as stock
3. If possible, samples should be offered to customers from plates or small bowls
4. If food items such as biscuits are being used to take sample food from dishes/bowls, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve the biscuit)
5. Large bowls or piles of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
6. Customers should not be allowed to 'double dip' snacks/sampling sticks/spoons, etc.
7. Bowls, dishes or plates should not be topped up unless they have been properly cleaned after use
8. Customers should be directed as to where to place any discarded items, such as stones from food or sampling sticks
9. Different containers for food and waste should be used to help avoid confusion by customers
10. Personal Licenses, risk assessment, public liability insurance, H&S Policy and Health & Hygiene certification is required.

For more information, please visit the as the guidelines for food and drink safety are frequently changing.

AISLES

The aisle within the event are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances can any part of your booth, furniture or exhibits project beyond the boundary of your booth. All aisle must always remain unobstructed and accessible. Any exhibitor who has too much stock to fit onto their booth should make adequate arrangements to hold the excess stock elsewhere.

Hazardous and Excessive Waste

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred. Excessive waste is defined as: Boxes of literature booth fitting materials, booth fitting material, pallets, material packaging and quantities of unsold stock or 'giveaways'. Any exhibitor who leaves excessive waste at the venue will be charged for removal by the venue. Hazardous waste is classified by the 2005 Hazardous Waste Regulations as: light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags.

Hazardous Exhibits

Please consider the safety of your staff and visitors to the show when planning the layout of your booth. Hazardous items, such as knives and hot equipment must be set back from the booth and out of reach of the public. Guards will be required to shield anything emitting heat and any machinery or other equipment, which may present a hazard to visitors. The use of real flame (e.g. candles) must be agreed in advance of the event.

YOU ARE REQUIRED TO DECLARE ANY HAZARDOUS EXHIBITS ON YOUR HEALTH & SAFETY DECLARATION FORM AND SUBMIT A RISK ASSESSMENT FOR YOUR ACTIVITIES TO

questions@theshowhelper.com



Hot Works

A permit issued by the venue's safety team is required for any hot work, such as grinding, cutting and welding to be carried out on site. Contractors should contact the organizer's office in the first instance to request a permit.

Insurance

All exhibitors must submit a Certificate of Insurance (COI). Rainprotection are able to provide all exhibitors with a COI that has the correct levels of coverage for the show. If any exhibitor already has their COI, please submit this to Rainprotection as they will also be compiling these on behalf of the show. Exhibitors are reminded that in accordance with the Rules & Regulations they MUST take out adequate exhibition insurance cover.

Whilst we take every precaution, we are not responsible for damage or loss to booth fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We advise you to take out adequate insurance to cover your property. Cancellation and Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example or if the show was to be cancelled or abandoned for any reason. This is a specialist form of insurance normally only found on a separate Exhibition Policy.

Please send a copy of your insurance here: sales@rainprotection.net

Intellectual Property Rights

Exhibitor affirms that, to the best of its knowledge, it has the legal authority for its use of any intellectual property associated with any product or promotional material that it will display, offer, or otherwise use in its exhibit at the trade show/event and it will not knowingly infringe the intellectual property rights of another party.

Internet Access & Telephone / ISDN lines

You can order wired internet access or telephone / ISDN lines using the following link:
www.mccormickplace.com/exhibitors/service-guidelines

Loudspeaker Announcements

It is not possible to make announcements to exhibitors or visitors during the days of the exhibition

Move-in and Move-out

Please refer to the Show Timetable' section of this manual for access times relating to your booth type.

Music, Noise levels & Performing Rights – check

The use of public address systems, microphones or sound amplification on any booth is not permitted. No hi-fi, radio, video, cinematograph film, etc. will be permitted without the Organizers prior written authorization. Noise levels may not exceed 50 decibels as measured at the perimeter of your booth and must not cause annoyance to neighboring exhibitors. In all cases the Organizers decision is final.

Any exhibitor playing music or video on their booth is required by law to obtain the appropriate licenses – the responsibility for doing this lies with the exhibitor

The organizers and you as an exhibitor have a duty of care to those visitors and exhibitors at the show. Please bear in mind your exhibiting neighbors around you and their comfort.

Should you not comply with ANY of the above the organizers reserve the right to terminate the performances.



Parking & Disabled Parking

For more information, please visit <https://www.mccormickplace.com/getting-here/>

Plumbing / Water & Waste

Water and Waste facilities can be ordered by contacting: exhibitorsupport@freeman.com. Exhibitors using water installations upon their booth are required to inform the operations team by declaring it on their health & safety declaration form and are subject to regulations.

Photography

As booth holders you reserve the right to permit visitors taking pictures within your booth area or of your exhibits and products. You, the Exhibitors, may use your own photographers to photograph ONLY your booth. Please inform the marketing team if you wish to do this. However, photographers are not to solicit business from other booth holders, take photographs of show features, general areas of other booths, and not sell their work within the exhibition. The organizers reserve the right to refuse entry or remove from the exhibition anyone contravening this rule.

Security

Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organizers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your booth:

- Plan your arrival & departure from the venue during Build-Up & Breakdown. Ensure there are at least two representatives setting up and dismantling your booth, so that the booth is never left unattended during these vulnerable periods.
- Book enough staff for your booth during the show. This ensures it is always staffed. Do not ask a neighboring exhibitor to watch over your booth while you go for a break – they may become busy and not be able to keep an eye on your booth.
- Place a lockable cabinet on your booth. Lock away briefcases, mobile phones, handbags, laptops, etc. during the day even when you are on your booth
- Do not position desirable items at the front of your booth. They can be easily removed.
- Book a night security guard or hire an alarm or a night sheet. Remove high value items from your booth each evening.
- Avoid leaving your booth each evening before the show is clear of visitors. Likewise, ensure your booth is fully manned by the show opening – remember, however, the halls are open each morning, 2 hours prior to opening for maintenance.
- Report anything of a suspicious nature to the organizers or security. Leads can be followed up to avoid incidents of theft. Ensure you are adequately insured – see insurance section

If you are a victim of theft, please report the matter immediately to Security and the Organizers Office.



Show Management Office

The show management office will be open throughout the show beginning at 8.30am each day.

Site Survey

It is each exhibitor's responsibility to examine their allocated site to avoid adjustments to booth structures or displays, as variations in the floor level or obstructions cannot always be indicated on the floor plan, in your own interest you should also satisfy yourself as to the condition of the site before both erection and after clearance.

Smoking

McCormick Place maintains a smoke-free campus. Smoking is prohibited anywhere on McCormick Place property, including venue owned sidewalks.

Raw / Open Space Exhibitors

Please refer to the Raw Space section of this manual.

Special Effects

If you are planning to use any special effects on your booth, you must inform the organizers as soon as possible by emailing questions@theshowhelper.com

Special effects include (but are not limited to) lasers, strobe lights, and pyrotechnics and smoke machines. The information which will be required includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required, and any costs associated with this will need to be covered by the exhibitor.

Storage

If you require storage facilities please speak to Freeman, this is a chargeable service. Please contact the Operations Team if you have any queries.

Vehicle Exhibits

Please contact the organizers if you wish to discuss the possibility of displaying any kind of vehicle exhibits.

Waste

It is the exhibitor's responsibility to take all waste away or contact the Freeman to arrange payment for any waste you are unable to take. Please call their **Exhibitor Services Department** at exhibitorsupport@freeman.com for a **quote**. Any items left in the aisle will be treated as waste and will incur charges.

Water Features

Any exhibitor wishing to exhibit a Water Feature (such as Operating Showers, Spa Baths, Garden Ornaments, Fountains, Washing Equipment, Pools, etc.) on their booth must inform the Organizers by completion and submission of the health & safety declaration form. You must also submit a risk assessment covering your activities to questions@theshowhelper.com. You will be subject to the regulations put in place governing the use of water features and charged for daily testing by the Organizers Independent Environmental Consultant. Please also note under no circumstances may water be discharged on to the floors or into ducts and fire hoses may not be used for filling.