



## **SITE RULES AND REGULATIONS**

### **Event Rules & Regulations**

These rules and regulations must be read in conjunction with the Chicago Build Expo Booth Terms & Conditions and in conjunction with the McCormick Place Rules & Regulations.

### **Contents**

What you can do without union labor .....	2
Entrance to the hall from the marshaling yard .....	3
Hand Carry Policy .....	3
Catering .....	5
Cleaning & Waste Disposal.....	5
Damage to the Venue .....	5
Deliveries, Freight & Hand Carry Regulations .....	5
Electrics .....	5
Floor Loading .....	5
Lifting Equipment .....	6
Medical Services .....	6
Noise Levels .....	6
Public Transport & Parking .....	6
Booth Boundaries .....	6
Security .....	6
Temporary Staffing .....	7
Working at Height, Lifting Operations, Provision and Use of Work Equipment .....	7



## **What you can do without union labor**

### **Exhibitor Self-Service Permitted by the venue**

#### **Freight Moving for Exhibitors Permitted - (“Hand Carry Policy”)**

- Hand carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed. Temporary loading and unloading zones are assigned and managed by facility Public Safety personnel in conjunction with show management staff. Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van. Vehicles must be always attended by a licensed driver. Exhibitors moving items must use the doors and routes designated by event management. Individuals moving these items must be employees of the exhibiting company and must carry identification with them to verify this fact.
- Exhibitors may use nothing larger than a two wheeled baggage cart (plastic or rubber wheels only) to move their items. Hanging clothing racks with four wheels are allowed for moving hanging garments. “Pop-up” displays, equal/less than 10ft. in length, capable of being carried by hand by one person may be carried in.
- Moving company trucks may be loaded and unloaded only on the loading dock by union Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on the north end or anywhere else in the vicinity of the Center, as their freight is not considered “hand carry” regardless of its size. Under no circumstances will moving company employees, or any persons other than Freight Handlers or direct employees of an exhibiting company engaged in legitimate “hand carry,” be permitted to handle freight on Convention Center property.

#### **Exhibit/Building Work Permitted for Exhibitors**

- Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit as long as the booth size is 250 square feet or less and work can be done without tools. Exhibitors may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. Exhibitors may be able to erect and dismantle “pop-up” displays and booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A “pop up” display at the convention center is self-contained unit which can be hand carried by one employee. The Center may issue more detailed rules on this from time to time.

#### **Telephone Work Permitted**

- Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.

#### **Electrical Work Permitted for Exhibitors**

- An exhibitor with a 100 sq. ft. booth or 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.

#### **Plumbing Work**

- Test, tune or repair water, drain, air and gas lines on the exhibitor side of the disconnect to the building system.



### **Cleaning Work**

- Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other union labor.

### **Entrance to the hall from the marshaling yard**

All vehicles that need to unload in the marshalling yard will be subject to material handling charges. Charges will be based on the weight of your shipment.

Please visit Freemans's website for more information and to get a quote.

### **Hand Carry Policy**

The venue has a strict unloading policy that must be followed at all times.

#### **Hand Carry Policy is as follows:**

##### **Approved During Hand Carry Operations:**

- Only employees of the exhibiting company may hand carry and must carry identification to verify their position.
- Exhibitors moving items must use doors and routes designated by event management.
- Hand carry may be brought through the building east side or front if traffic regulations are obeyed.
- Nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) may be used to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Pop-up displays, 10' or less in length carried by hand by one person only, may be brought into the venue
- Exhibitor access granted on a first-come, first-serve basis during approved move-in and move-out periods.
- All vehicles must be attended by a licensed driver.
- Loading/unloading of vehicles is limited to exhibitor owned/rented vehicles no larger than a Sprinter Van (all commercial delivery vehicles will be directed to loading docks). All trucks will be directed to the loading docks.
- All vehicles are allotted 30 minutes, and the time limit will be strictly enforced. Exhibitors should pack all exhibit items before vehicles are staged.
- Any vehicle left unattended will be towed at the owner's expense.

##### **Prohibited During Hand Carry Operations:**

- Tools, ladders (step stools up to 2' in height are allowed) or any other type of carpenter/construction equipment and vacuum cleaners are not permitted in the building.
- Any freight from a vehicle larger than a Sprinter Van.
- Any freight moved on equipment larger than a two-wheeled baggage cart.
- Any freight that cannot be hand carried by one person.
- Any freight moved by a moving or freight company, contractor or any persons other than union freight handlers or direct employees of an exhibiting company engaged in approved handcarry operations.

**Hand Carry Operation:**

- Hand carry operation hours are specific and designated by event management.
- Loading and unloading of vehicles is limited to vehicles no larger than a Sprinter Van.
- All vehicles are allotted 30 minutes, and the time limit will be strictly enforced.
- All vehicles must be parked alongside the curb - double parking is strictly prohibited.
- All vehicles must be attended at all times by a licensed driver.
- Parking is strictly prohibited.
- Exhibitors should pack all exhibit items before staging a vehicle curbside.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

**ASUV Program / Loading Docks:**

<https://www.mccormickplace.com/exhibitors/asuv> for additional information.

The **hand carry entrance of HALL D2 check in will be located at Lot B**. After you have parked your vehicle in one of McCormick Place's Parking Lots, you may walk your items to the Exhibit area. You may hand carry your items or utilize a non-motorized, non-hydraulic hand truck or dolly to transport your items from your vehicle to the Exhibit area. There is no additional cost besides the daily parking fee to use this option.

**Participating in the ASUV Program**

McCormick Place encourages Exhibitors to participate in the ASUV program using one of the options listed below.

When participating in the ASUV program, only specific types of vehicles can be used to transport exhibitor material to the exhibitor area. Also, only specific types of transporting devices can be used to transport booth material to your booth space on the show floor.

**Enforcement for Hand Carry Operations:**

- McCormick Place Security and Safety Solutions Department will provide security during all designated hand carry hours of operation.



### **Catering**

Hot and cold drinks and food will be available for purchase by exhibitors and exhibition visitors in the exhibition hall. As an exhibitor you can also place an order with the in-house caterer, Centerpiece, by completing the order form.

### **Cleaning & Waste Disposal**

All cleaning and waste disposal are the responsibility of each exhibitor.

Exhibitors are responsible for removing at their own cost all construction and waste materials from their Booths before, during and after the Exhibition. No wood or metal is to be disposed of in the halls by Exhibitors.

The Organizer reserves the right to invoice exhibitors for the removal of waste or other such items. Any exhibits or other items left in your booth or on the show floor will be disposed of without any prior notice to the Exhibitors.

### **Damage to the Venue**

Any damages to the venue caused by an Exhibitor will be investigated by show management and appropriate damage costs will be charged back to the Exhibitor for repairs. This applies to any part of the premises (not just the exhibition hall), whether caused by themselves, their agents, contractors, sub-contractors or by any person(s) employed or engaged on their behalf.

### **Deliveries, Freight & Hand Carry Regulations**

We urge you to use our contractor to arrange deliveries directly to your Booth. This can be sorted by reading the delivery instructions in the FREEMANS CONTRACTOR KIT.

### **Electrical**

All power sources must be ordered through Freeman directly. As electrical power supplies will be switched off for periods overnight. Should Exhibitors require a 24-hour power supply or any other amendments to their electric supply (including additional power, lights, AV and electrical truss) this should be ordered through the Electrical Form.

### **Floor Loading**

No load in excess of 350 lbs./ sq. ft. shall be placed on the floor of the Halls at the Centre. Floor loadings in excess may be permitted by submitting preapproval. Exhibitors wishing to bring heavy equipment into the exhibition hall must immediately contact Freemans using the contact information.



### **Lifting Equipment**

If you require any equipment to transport any of your materials you must contact the official contractor, FREEMAN DECORATING, whom you can purchase this service from. Full service and price list, including a material handling and cartload order form, can be found within the FREEMAN CONTRACTOR KIT.

No Exhibitor is to bring their own lifting equipment into the exhibition halls.

### **Medical Services**

In the event of an emergency medical services will be available during move in, move out and when the exhibition is open. All medical emergencies should report to the Organizers Office or Security who will contact the medic team.

### **Noise Levels**

The use of any sound equipment should be agreed in writing with the Organizer prior to the event. Such equipment must not interfere with or cause disturbance to any other exhibitors or conference.

### **Public Transport & Parking**

Please visit <https://www.mccormickplace.com/getting-here/>

### **Booth Boundaries**

All exhibits and displays must be confined within the boundaries of each exhibition Booth. The Organizers will remove any items placed outside the confines of an exhibition Booth. Any costs incurred in removing items will be charged to the Exhibitor.

### **Security**

The Organizer will employ security personnel as necessary, however the security of individual Booths and equipment on the Booths cannot be guaranteed. Should exhibitors have concerns regarding the security of their exhibits they should hire their own in booth security. Exhibitors are strongly advised not to leave valuable items of equipment unattended on their booth at any time but especially during the dismantling phase of the exhibition.



### **Temporary Staffing**

Constant representation at exhibits, displays and booths are the exhibitor's responsibility.

### **Lifting Operations, Provision and Use of Equipment**

All other potentially hazardous operations must be carried out safely and in accordance with statutory local regulations. Safe Working Practices must be always adhered to.

All materials used must entirely consist of fire-retardant materials as required by the prevailing fire regulations. Materials used for the construction of exhibition booths should be non-combustible.

There will be no flames of any kind, i.e. candles, temporary gas lamps, smoke-emitting equipment, heat producing equipment or other such items in the Exhibition.

The use of any electrical, mechanical, or other devices is to be agreed in writing with the Organizers in advance.

No toxic or hazardous material including pyrotechnics, flammable liquids, compressed gas, and dangerous chemicals will be permitted in the Exhibition. No vehicles will be allowed in the Exhibition during exhibition open times without prior written permission from the Organizer.