



EXHIBITOR/McCormick PLACE INFORMATION & REGULATIONS

Contact Customer Success:

Numbers and letters A-L

Sheen Guardiana - Email: sheen.guardiana@reedpop.com - Phone: +12038405615

Letters M-Z

Jeany Razon - Email: jeany.razon@reedpop.com - Phone: +12038405949

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [C2E2 FAQs](#)

Day/ Date	Registration (S100)	Move In/Show
Wednesday, April 24, 2024	8:00 am – 4:30 pm	8:30 am – 4:30 pm (Move in)
Thursday, April 25, 2024	8:00 am – 4:30 pm	8:30 am – 4:30 pm (Move in)
Friday, April 26, 2024	8:00 am – 7:00 pm	10:00 am – 7:00 pm (Show)
Saturday, April 27, 2024	8:00 am – 7:00 pm	10:00 am – 7:00 pm (Show)
Sunday, April 28, 2024	8:00 am – 5:00pm	10:00 am – 5:00 pm (Show)

EXHIBITOR SERVICE CENTER & GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by **Show Management**. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits.

FREEMAN is the Official General Decorating Contractor of C2E2 and will maintain a full staff on-site at the **Exhibitor Service Center** during set-up, show days and dismantling. All other **Official Show Contractors** will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the **Exhibitor Service Center**, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact **Show Management**. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

LEND-A-HAND PROGRAM

2024 AGAIN BRINGS FREE DRAYAGE/MATERIAL HANDLING! YES, YOU READ THAT RIGHT AGAIN!

We're happy to announce that there will be no material handling charges at C2E2 for onsite shipping! Bring your car, box truck, trailer or van to McCormick and the move in costs (drayage/material handling) are on us.

So how does it work? Simple, just drive or ship your booth materials to The Marshalling Yard at McCormick Place (2900 South Moe Drive, Chicago, IL 60616) and you will be assisted in getting your materials onto the Show Floor.

At the Marshaling Yard we will help determine the fastest and best way to get you onto the Show Floor using show labor free of charge.

This program is offered during all hours of move-in and move-out and is open to vehicles from POVs (cars/vans), box trucks and tractor trailers. You'll drive into a targeted area and then be assisted in getting materials to your booth. Please note: based on the volume of work labor will get to you as quickly as possible. For any delays, you are allowed to unload your vehicles and bring items directly to your Booth. We recommend you bringing your own dollie/hand truck or other 4 wheel movers – Pallet Jacks are not allowed.



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EXCLUSIVE McCormick PLACE IN-HOUSE SERVICES

McCormick Place maintains exclusivity for certain services which **McCormick Place** provides itself and for certain services provided by other companies which have a contract with **McCormick Place**. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.**

The following is a list of the companies holding the exclusive rights to perform certain services at **McCormick Place**:

- **Catering Services - OVG Hospitality**
- **Exhibitor and Technical Services**
 - **Internet and Network Services** - **McCormick Place** offers Internet access, private networks and customer network designs in all of our meeting rooms and exhibit halls. We offer connectivity to the Internet at speeds up to one gigabit a second, and point-to-point networking at 10/100/1000 mbps. This network backbone also links all the buildings in our complex together and may be used by shows for networking critical areas, like registration.
 - **Cable Television Services** - CATV is available in the South and West Buildings of **McCormick Place**.
 - **WIFI** - **McCormick Place** offers complimentary WIFI throughout the complex including its exhibit halls, meeting rooms and public space. This complimentary service should ONLY be used for non-mission-critical applications such as general web surfing and Internet-based email access. If you have any questions, please consult with your **Event Manager**.
 - **Telecommunications** - A wide variety of services are available to meet all organizer requirements. Once installed, service is active 24 hours a day for the length of the event.
- **Fire Safety Department - First Aid**
- **Guest Services - FedEx Office, Coat Check, Gift Shop, Relaxation Station, and Shoeshine**

OFFICIAL CONTRACTORS/SERVICE PROVIDERS

ALL CONTRACTORS/SERVICE PROVIDERS will maintain a full staff on-site at the **Exhibitor Service Center**

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms. Please be sure to indicate your booth number on all forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of **Official Contractors** based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an **Official Contractor** so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC's)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.



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- **Audio/Visual - FREEMAN Audio Visual**
- **Booth Cleaning** - Cleaning crews will be provided for general exhibit hall clean up, including uncarpeted aisles, each day before the opening of the Show and during Show hours. **FREEMAN Cleaners:** Can vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes.

Show Management does not provide cleaning or vacuuming for booth carpet at any time

- **Booth Furnishings, Services and Equipment – FREEMAN**
- **Computer Rental/Office Equipment - FREEMAN Audio Visual**
- **Customs Broker / International Shipping – PIBL, Inc.** All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. **Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.**
- **Display Case Rental – FREEMAN**
- **Floral/Plant Rental – Coming Soon**
- **Material Handling (Drayage) Services - FREEMAN** is the exclusive material handling provider on the exhibit floor for all costs outside the Lend-A-hand Program. They will receive all shipments whether consigned in advance to their warehouse or sent directly to **McCormick Place**. Material Handling includes return of your empty cartons and crates at the close of the Show. **Note: The Lend-A-Hand Program does not include warehouse shipping** and also shipping outside the defined day an times of the Lend-A-Hand Program – contact Skip Haile skip.haile@rxglobal.com with questions.
- **Outbound Shipping - FREEMAN Transportation**
- **Photography** - For the most part, you're welcome to take still pictures and video at **C2E2**; however, please note that all photography and recording is prohibited during screenings and concerts. Also, please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy, and if they ask not to have their picture taken, please respect their wishes. If need Photography based company, please reach out to Customer Success Team.
- **Plumbing - FREEMAN Plumbers** install and remove all compressed air lines, water and drain lines, sinks, hot water heaters and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks.
- **Security – Armageddon Security Agency**

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. **EAC's** supply their own onsite management and hire exhibit building labor employed by the **FREEMAN**. 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 requirements. Please see the EAC Section of the Exhibitor, EAC's who do not fill this out run the risk to not be allowed to build onsite. Questions, reach out to Customer Success Team.



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ReedPOP/C2E2 requires all **EAC** company's working in the facility register through our Exhibitor Manual Site. This registration process is subject to an annual fee and provides the following services:

- Verifies insurance to protect both our customers and the facility.
- Supports the badge program that helps to secure the facility.
- Addresses professional conduct that is expected of all contractor personnel that work in the facility. **EAC** companies that are not registered will not be allowed to work on the property. The following information must be sent to your **Event Manager** 30 days prior to the show so we can ensure that all companies comply with established procedures:
 - A list of **EAC** company names, contacts, addresses, phone numbers and email addresses
 - The booth numbers that they will be working in OR exhibitors they are working for

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, **Show Management** requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the **Security Command Post**. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

For more information, please refer to the [Exhibitor Appointed Contractor](#) section of the online manual.

LABOR REGULATIONS

Chicago has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN is the Official Labor Contractor**. Labor arrangements may be made to set-up, service and dismantle your exhibit. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(888) 508-5054**.

LABOR UNIONS

The following information is a general overview of the labor unions that work at **McCormick Place**. The general service contractor and audio-visual provider will provide more information regarding the trades that they employ.

McCormick Place Exhibitor and Technical Services will provide the following labor:

- **Communication Service Technicians:** Responsible for the installation, repair and dismantle of all voice and data service including fiber optics and Internet and Cable TV installations, as well as performing all in-booth voice and data wiring of exhibitor- owned telecommunications equipment.
- **Audio Technicians:** These electricians are responsible for the audio in the meeting rooms when using the **McCormick Place** house sound system.

Your **General Decorating Contractor** will arrange for most of the personnel needed to perform services that are covered by union jurisdictions in the exhibit hall.

- **Carpenters:** They are responsible for uncrating exhibits and display materials, installing and dismantling exhibits including cabinets and machinery, installing and dismantling scaffolding and ganging chairs.
- **Decorators:** They are responsible for hanging signs and installing all drapes, cloth and/or tucked fabric panels.
- **Riggers:** They move machinery and also unload trucks. They are responsible for un-crating, un-skidding, positioning and re-skidding all machinery.
- **Teamsters:** They unload and move freight from the loading dock to the exhibit booth. Teamsters drive fork-lifts.



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McCormick Place no longer provides electrical or plumbing service through our in-house division, Exhibitor and Technical Services. **Show Management** now has the ability to choose their electrical service contractor from an approved **McCormick Place** Utility Provider list. This list is available from your **Event Manager**.

- **Electricians:** Responsible for assembly, installation and dismantle of any equipment that uses electricity as a source of power and draws power from the building electrical system. In addition, they are responsible for electrical wiring, hookups and interconnections, electrical signs, video and audio cabling.
- **Plumbers:** Responsible for all plumbing, including the installation and tear out of tanks, compressed air, water, drain, natural gas, bottled pressurized gases, water filling and draining of tanks, installation of all venting to the atmosphere, anchoring and welding.

Your **Audio-Visual Provider** employs the following:

- **Projectionists:** They are responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to, motion picture, video, laser, slide and film used for the projection of an image on a screen or surface. The Projectionists (IATSE Local 110) will install projection equipment and build screens with dimensions smaller than 10½' x 14'. Anything larger will be assembled by the Stagehands (IATSE Local 2).
- **Stagehands:** They are responsible for work in production areas (live or programmed presentations such as General Sessions, Meetings, Entertainment, or other performances or demonstrations using powered lighting, sound, and/or AV equipment).

LIABILITY & INSURANCE / LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with Exhibitor Insurance. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for contact information.

EXHIBITOR INSURANCE

1. Insurance: Losses.

(i) Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage.. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not



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relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.

(ii) Exhibitor understands that neither Management nor the Exhibition venue maintains

(iii)

(iv) insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.

(v) Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.

(vi) Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees.

SHIPPING INFORMATION

Shipping and material handling

Warehouse shipping address:

Exhibiting Company Name / Booth Number
Chicago Comic & Entertainment Expo C2E2 2024
C/O Freeman
2500 W 35th St
Chicago, IL 60632
USA

Note: The Warehouse Shipping is not included in the Lend-A-Hand Program and are subject to Material Handling Fees.

Freeman will accept crated, boxed or skidded material beginning March 25, 2024 at the above address. Material arriving after April 17, 2024 will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM - Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number
Chicago Comic & Entertainment Expo C2E2 2024
McCormick Place
C/O Freeman
2301 S Lake Shore Dr
Chicago, IL 60616



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Show site shipping information

There will be no material handling charges at C2E2 for shipments delivered direct to show site! Bring your car, box truck, trailer or van to McCormick and the move in costs (drayage/material handling) will be covered as part of the Lend A Hand Program. Freeman will receive shipments at the exhibit facility beginning April 24, 2024. Shipments arriving before this date may be refused by the facility.

Any charges incurred for early freight accepted by the facility will be responsibility of the exhibitor. Certified weight tickets must accompany all shipments. Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. If required, provide your carrier with this phone number: (888) 508-5054.

Marshalling Yard Information

This show includes a marshalling yard. If you are shipping to show site, make sure to note for your carrier that all carriers must check into the Marshalling Yard before arriving to the show site address and provide this address to your carrier when shipping to show site.

Please ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. The marshalling yard hours are 8:00am-2:30pm.

ADA ACCESSIBILITY

<http://www.mccormickplace.com/attendees/ada.php>

McCormick Place is in compliance with the Americans with Disabilities Act. Wheelchairs, information booths, designated parking, TDD telephones, aisle and companion seating, assisted-listening devices and other services are available.

At **McCormick Place**, you will find that our facility has been designed to make your visit as productive and comfortable as possible. We hope that you will agree that our facilities, services and helpful staff demonstrate our commitment to accessibility.

- **Assisted Hearing - McCormick Place** has TTY access available at the Security Command Center located in the North Building on Level 1. For more information, call our TTY number at 312-791-6505. Assisted listening transmitters and receivers are available free of charge for meeting rooms and the Arie Crown Theater. For meeting rooms, contact **Show Management**. For the Arie Crown Theater, contact [Mendy Medlin](#).
- **ATM Machines** - ATMs offer audio assistance for the visually impaired and meet height and reach requirements for the physically impaired. All cash machines accept American Express, VISA, Master Card, Cirrus and Plus. Cash machines are available in each building **AND THE EVENT FLOOR**:
 - South Level 2.5 in the Convenience Center;
 - North Level 2, near McDonalds;
 - West, Level 1 near the Transportation Center; and
 - Lakeside Level 2, near the Arie Crown Theater box office.
- **Elevators** – Elevators are located near the main entrances in all **McCormick Place** buildings, and near the main exhibit halls on all levels.



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- **Entrances and Exits - McCormick Place** has 4 designated drop-off points for taxis and cars that provide ramped curbs and automatic entry doors:
 - Lakeside Center (East Building)-Drop off at Gate 38 and Gate 30
 - North Building - Drop off or pick up at Gate 22
 - South Building - Drop off or pick up at Gate 4
 - West Building - Drop off or pick up at Gate 40
- **Meeting Rooms and Theaters** - All meeting rooms and theaters are wheelchair accessible, except rooms E268 and E269 (which are only available for limited use).
- **Parking Lots** - Accessible parking is available in Lot A (located on Martin Luther King Drive), Lot B Outside lot that you get access at gate 26. Lot C (located underground in Lakeside Center) and the Hyatt Regency **McCormick Place and Marriott Marquis** parking garages.
- **Seating** - The Arie Crown Theater provides wheelchair seating throughout the theater; wheelchair companion seating can be arranged with advance notice.
- **Service Areas** - First aid stations, restaurants, retail outlets and drinking fountains are wheelchair accessible. Restrooms provide either accessible or ambulatory stalls.
- **Service Animals** – Trained service animals are allowed at **McCormick Place**.
- **Signage** - All **McCormick Place** public signs incorporate raised lettering and Braille.

Wheelchairs, Mobility Services and Oxygen Equipment - For wheelchairs, mobility scooters, power chairs and oxygen equipment rentals, contact our preferred service partner, **Scotaround Mobility Solutions** at (888) 441-7575 or www.scotaround.com/rentals/m/mccormickplace.

ADA ACCESSIBILITY

McCormick Place strives to create the best possible experience for every guest, every time. Should you or someone from your organization require assistance while attending an event at McCormick Place, the following amenities may assist your team during their visit.

- For scooter and wheelchair rentals, please visit our in-house provider Scotaround.
- For questions, please visit our support page...

AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.** Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**

AMERICAN EXPRESS OPEN® BUSINESS LOUNGE

<http://www.mccormickplace.com/attendees/amenities.php>

American Express OPEN wants to help companies with money and know-how so they can bring their best ideas to life. Another way we're supporting our customers is with the ultra-modern American Express OPEN® Business Lounge at the **McCormick Place Convention Center**. Whether you just want to recharge your phone or recharge yourself, this is the place to be. It offers American Express OPEN Card Members and onsite Card applicants a way to break from their busy schedules and enjoy free Wi-Fi, refreshments, computer and printer access, loaner device chargers and comfortable seating for productive meetings or pure relaxation. Business Owners who are not yet Card Members can apply for a Business Card



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from American Express OPEN with representatives at the business lounge and American Express OPEN kiosks throughout **McCormick Place**. Have a great idea for your company? Let's get business done.



The lounge is located on level 2.5 between the South and North Building

ANCHRING AND DRILLING

Anchoring and drilling are generally not permitted in **McCormick Place** flooring except in extraordinary circumstances and only when it is absolutely necessary (i.e., machines where extreme destabilizing vibrations are anticipated or machines that are very top heavy). Consequently, all requests must be pre-approved by the general service contractor and the **McCormick Place** Show Services department. Detailed drawings will need to be submitted in advance as part of the approval process.

ANIMALS

<http://www.mccormickplace.com/attendees/ada.php>

Guide dogs and service animals are welcome at the Center provided they are leashed or under similar control as appropriate. Since questions sometimes arise regarding service animals when the need is not obvious, we suggest that patrons have a certification, license or some other document showing their need for their service animal. The owner takes full responsibility of his/her animal.

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

ATM MACHINES

<http://www.mccormickplace.com/attendees/amenities.php>

There will be multiple ATM machines through-out the Show Floor. Along with these machines, Cash machines are available in each building: South Level 2.5 in the Convenience Center; North Level 2, near McDonalds; West Level 1 near the Transportation Center and Lakeside Level 2, near the Arie Crown accept American Express, VISA, Master Card, Cirrus and Plus.



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.



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- 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.

BICYCLES, HOVERBOARDS AND ROLLERBLADES

<http://www.mccormickplace.com/attendees/amenities.php>

The riding of bicycles, hoverboards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times at **McCormick Place**. Bike racks are located at Gate 3 of the South Building (on Martin Luther King Drive), at Gate 40 of the West Building (on Indiana Avenue), at Gate 38 of Lakeside Center and on the walkway beside the sky bridge connecting the South Building and Lakeside Center (East Building). Bicycle racks are provided to accommodate our visitors. **McCormick Place** is not responsible for bikes left unattended.

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.

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.

BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated at **C2E2**. **C2E2** is a celebration of the best of popular culture, and bootlegs have no place in the show. **Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.**



EXHIBITOR/McCormick PLACE INFORMATION & REGULATIONS

Contact Customer Success:

Numbers and letters A-L

Sheen Guardiana - Email: sheen.guardiana@reedpop.com - Phone: +12038405615

Letters M-Z

Jeany Razon - Email: jeany.razon@reedpop.com - Phone: +12038405949

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [C2E2 FAQs](#)

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **FREEMAN** at the **Exhibitor Service Center**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

BUSINESS CENTER

<http://www.mccormickplace.com/attendees/amenities.php>

McCormick Place is proud to offer the convenience of providing the services of FedEx Office to our guests. FedEx Office provides a worldwide network of digitally connected locations. An extensive variety of superior document services are designed to make you more productive. Services include:

- Full-service digital color and black and white copying and printing of on-site badges, fliers and other materials.
- Computer rentals and laptop docking stations.
- Document finishing services such as binding, collating, cutting, folding or stapling.
- Presentation services that include production of high-quality mounted boards, posters, banners and bound presentations.
- FedEx Express® U.S. Package Services
- FedEx Ground®

For more information about these convention services as well as to place business orders, go to www.fedex.com/us/officeprint/conventions/locations/Chicago.html

FedEx Office is located on Level 2.5 of the Grand Concourse in the South Building. It is open Monday Through Friday, 8:30 AM until 5:00 PM. Satellite stores are also located on Level 2 in the West Building and Level 2 in Lakeside Center. These are open based on event activity in the facility.

CHARGING STATIONS

<http://www.mccormickplace.com/attendees/amenities.php>

For your convenience, **McCormick Place** has installed 4 phone charging stations in our facility. They are located:

- West Building – Level 3 by the parking garage east access door
- Lakeside Center – Level 3 next to the information desk
- North Building – Level 2 next the Shoe Shine store
- South Building – Level 1 at Gate 4 by the escalators

COAT & BAGGAGE CHECK

<http://www.mccormickplace.com/attendees/amenities.php>

For your convenience, coat check service is provided for most shows and is located according to the specific event schedule. Permanent coat checks areas are located at Gate 4 in the South Building and at the Transportation Center in the West Building.

*** Hours of operation and location are based on event activity in the facility.**

COLD STORAGE

We have cold storage available for medications on a first come first service basis located in our show office. *This is available on a first come, first serve basis and space is limited.



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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-BC ABC-type fire extinguisher is required in such exhibits.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of **Show Management** or properly authorized agents of **ASCAP** or **BMI**. We advise you to contact these agencies as listed below to acquire the proper licenses:

- **ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: 212-621-6000**
- **BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with "**EMPTY STICKERS**" will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, *provided you have used material handling services for the delivery of your booth*. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. "**EMPTY STICKERS**" can be acquired from the **FREEMAN** desk located at the **Exhibitor Service Center**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUBIC CONTENT

C2E2 follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. *However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.*



EXHIBITOR/McCormick PLACE INFORMATION & REGULATIONS

Contact Customer Success:

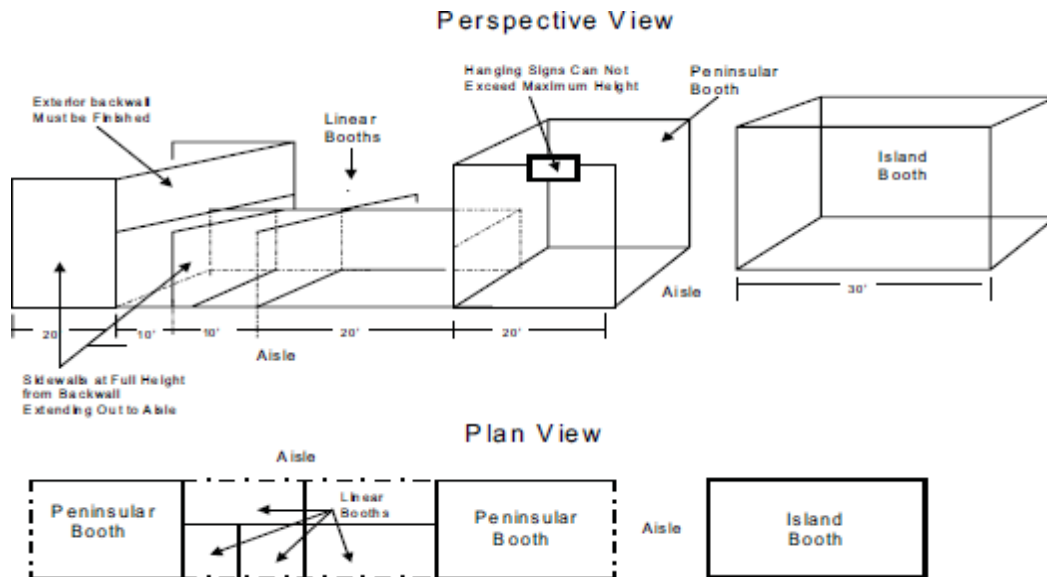
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The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.



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PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

*****If you have a question about the type of your booth, please contact Reed Exhibitions Operations*****

DECORATIONS

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Licensee. Glitter is prohibited in **McCormick Place**. Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility.

DELIVERY OF FREIGHT

McCormick Place does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to **McCormick Place** after the official move-in date must be to the attention of the event general decorating contractor. All equipment brought into **McCormick Place** must be delivered and removed through the loading dock areas. **McCormick Place** will not accept shipment of freight and/or material to the **Show Manager**. All equipment brought into **McCormick Place** must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by **McCormick Place**.

DEMONSTRATION AREAS & EQUIPMENT

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

- **Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.**

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

ELECTRICITY & LIGHTING

Electricians install and remove all electrical wiring, load centers, disconnects and distribution panels.

Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. **Electricians** also operate certain sound, light and video systems.



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ELECTRICITY IN THE HALL

Standard Operating Procedure provides the following: (should you have any special requests beyond below, please contact **FREEMAN** at **(888) 508-5054** prior to the event)

- **Move-In** – The Show Floor will be lit with half the amount of lighting that will be on during Show hours – “Half Lighting”
- **Show Days** – Full lighting and floor power one (1) hour prior to opening. Half-lights at Show close and floor power off thirty (30) minutes after Show closes
- **Breakdown** – Electrical rip-out will commence at **Show** closing and run for a minimum of seven (7) hours

In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor

ELEVATORS & ESCALATORS

All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages and other similar devices. Normally, escalators are not operated on move-in and move-out periods. Passenger elevators are not to be used for transporting heavy freight and equipment.

EMERGENCY PROCEDURES

<http://www.mccormickplace.com/attendees/emergency-procedures.php>

Security and Safety - McCormick Place Security personnel patrol and monitor facility public areas, parking lots and perimeters. Security staff is available 24 hours a day, 365 days a year. Personnel respond to all incidents outside of the exhibit hall and, when requested, will assist persons with disabilities. In general, **McCormick Place** Security focuses on the following:

- Patrol of facility grounds and parking lots
- Closed-circuit television surveillance of selected public and exterior areas
- Limited surveillance of show floor, loading docks and shipping activities
- Photo identification badges for **McCormick Place** personnel
- Meeting room security using alarms and locking systems
- A safe environment for event attendees and exhibitors

The event organizer is responsible for the safety and security of attendees and exhibitors in licensed space, i.e., exhibit halls and meeting rooms. To fulfill this responsibility, an independent security company is hired by the organizer to focus on the following:

- Control access into licensed exhibit halls and meeting rooms
- Security for booths
- Security for show materials being moved in or moved out of **McCormick Place**
- Compliance with the regulations and policies of **McCormick Place**, City of Chicago, State of Illinois and the federal government



Weapons are not allowed on McCormick Place Property

Incident Reporting - If Fire, Medical or Police assistance is needed:

- DIAL Extension 6060 from a house or exhibit booth telephone.
- DIAL 312-791-6060 from an outside phone line. (including the Hyatt Regency **McCormick Place** Hotel)



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Please refrain from calling 911. If you do call 911, also call Security at numbers above. Stay on the line, calls are recorded. An officer will answer immediately. Be prepared to the location of the emergency by building, level and either hall, meeting room or corridor.

Emergency Response - The entire **McCormick Place** Complex has been built using the highest standards of safety and fire-resistant construction. The complex is equipped with sophisticated fire detection and protection systems as well as computerized alarms. The Hyatt Hotel and the Conference Center are both equipped with comparable emergency systems. When an alarm is activated, the system will automatically transmit a signal to Chicago's 9-1-1 Center, the City's emergency communications center. This will initiate an immediate response from the Chicago Fire Department.

At **McCormick Place** the safety of our visitors has always been of paramount importance. The following information outlines steps we have taken to increase the safety of all visitors and employees at **McCormick Place**:

Communications

- Regular communications occur with the Chicago Fire Department, the Chicago Police Department and the FBI. **McCormick Place** has provided the Chicago 911 Center with a CD-ROM of the facility to allow for immediate viewing of the emergency exits for each building.
- Meetings with the IC Railroad and Metra occur periodically to discuss schedules and emergency response plans because of the trains that run underneath the facility.
- **McCormick Place** is a member of Building Owners and Managers Association (BOMA) and the Greater Chicago Hotel Loss Prevention Association. Security meetings with downtown hotels to exchange information, as well as regular faxes result in excellent communication.

Planning

- **McCormick Place** revised and reissued an Emergency Evacuation Plan for the facility (which follows this Manual section).
- **McCormick Place** conducts training for security and fire safety officers throughout the year. Many personnel are Emergency Medical Technicians (EMTs) and have received training in responding to hazardous materials situations and bio-chemical problems.
- The Security and Safety Department conducts annual disaster drills involving hundreds of participating volunteers. The Chicago Fire Department and our Medical Advisor critique the drill performance and outline any improvements, which are reviewed at the next drill.

Enhanced Security

- An additional shift of security officers has been established including increased mobile patrols.
- Increases to our fire safety officer crew have made it possible for additional safety inspections and patrols.
- Additional traffic aides have been assigned to monitor all traffic in roadways, tunnels, etc.



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- Vehicles are no longer allowed to park on roadways, tunnels, etc. Illegally parked vehicles are towed immediately.
- Ramps leading to docks are secured. Security officers and traffic aides are posted at all ramps to insure that each vehicle has been processed through truck marshalling and has been given approval to enter the ramps. General Contractors, trades and EAC officials cooperate with this procedure.
- **McCormick Place** has identified 20 locations (including ramps) where swing gates have been permanently installed to increase control of ramps and other roadways during off-hours.
- Security Department Management meet with local show security agencies on a quarterly basis.

Evacuation Plan - In certain circumstances, as with any facility, an emergency requiring evacuation may occur. **McCormick Place** has a highly trained Security and Safety staff, which includes many active or former members of the Chicago Police and Fire Departments. Should an emergency occur, we would consult with the organizer of each event to determine appropriate actions.

If the emergency is minor, such as a small fire, the Security and Safety staff may insist that visitors in the immediate area move to a safer location within the same building. If the emergency is greater, we will advise guests in the facilities using the public announcement system or by other means, and most likely have guests move to another hall or building, until the emergency is resolved.

A detailed evacuation reference sheet can be provided by your **Event Manager** or download our [Evacuation Guide](#).

Emergency Training - We conduct an annual mass-casualty disaster drill, and semi-annual evacuation/fire drills. All of our Security and Safety personnel have taken special training in disaster response, as well as CPR and the use of AEDs. In addition, all are licensed as City of Chicago firefighters. Since all of our Fire Safety Officers, and several of our Security personnel are EMTs, we offer monthly continuing education classes to keep their skills and knowledge current. Our staff Medical Advisor who oversees our EMS Program, works closely with the Center for Disease Control and the Illinois Department of Public Health, as well as our local hospitals.

IF YOU SEE SOMETHING, SAY SOMETHING!

Report Suspicious Activity. Call Security at 312-791-6060

EXHIBIT BUILDING

Decorators perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and res-kidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work.

Decorators are hired by **General Decorating Contractors** and **Exhibitor Appointed Contractors (EAC's)**. **Decorators** work under **General Decorating Contractors** direction and supervision and their



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shifts are organized and determined by the contractor. For details of work rules that an exhibitor can perform, please click on the [Exhibitor Bill of Rights](#) for **McCormick Place**.

EXHIBIT HALL CARPET

Aisles in the general show area WILL NOT be carpeted.

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](#)

EXHIBITOR PERSONAL CONSUMPTION POLICY

McCormick Place allows exhibitors to bring food and beverage items into the facility for personal consumption either individually or collectively as described below:

- An exhibitor may bring an individual serving of food and beverage with them onto the premises. This will allow for an individual to consume food from an outside vendor on **McCormick Place** property. An example might be as follows:
- An individual leaves the facility and returns with a sandwich, a slice of pizza, or carryout, and consumes it on **McCormick Place** property.
- An exhibitor may bring the equivalent of an individual serving for each of their employees onto the premises to serve to those employees. This will allow an organization to feed members of their staff without forcing each individual to bring their own food. Examples might include the following:
- An exhibitor orders pizzas and beverages and feeds their staff.
- An exhibitor ships a cooler and several cases of soda with their display to provide beverages to their personnel.
- An exhibitor sends a runner out and has them pick-up a certain number of lunches to provide to their staff.
- Any exhibitor or exhibitor employee who chooses to bring food onto the premises must adhere to the following additional requirements.
- Any exhibitor who brings food and beverage onto the premises will be responsible for the clean-up of any resulting garbage or left-over food.
- This policy is limited to exhibitors and their employees. Exhibitors are not allowed to bring food into the facility to serve to attendees beyond that which is currently permissible in the facility sampling policy.
- Exhibitors, Contractor, or **Show Management** are not allowed to authorize any outside caterer or restaurateur to set up cooking, assembly, or serving areas on **McCormick Place** property.
- Food and beverage companies are not allowed to sell or solicit sales on **McCormick Place** property.
- Deliveries by outside food and beverage companies are not allowed inside the facility, on the exhibit floor, or at back of house areas.
- Exhibitors and their employees are not allowed to bring alcoholic beverages onto the premises at any time for personal or attendee consumption.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show Days and Move-Out. Access to the Show floor begins at **8:00 AM** during Show Days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters**



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located in the **North Hall**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by the **Show Office** on-site to make the proper arrangements if this has not already been so.)

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, **Show Management** requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the **Security Command Post**. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

EXHIBITOR SAVINGS

Over the past years, officials of the Chicago-area labor community, Service Contractors who work at **McCormick Place** and the Metropolitan Pier and Exposition Authority (MPEA) have announced several labor initiatives that change work rules for Exhibitors. The Unions have agreed to more flexible straight time hours and crew size requirements, much to the benefit of Exhibitors. These changes are expected to significantly lower your costs and provide greater flexibility when exhibiting at **McCormick Place**.

Some highlights are:

Standardized Straight Time, Overtime and Double Time Windows:

Beginning on August 1, 2010, **McCormick Place** will observe and require all contractors working within **McCormick Place** to bill in accordance with the new overtime windows defined in the legislation. This will offer more flexibility on start times as well as a much higher likelihood of completing a larger percentage of work on straight time.

These changes apply to all work provided to Exhibitors and by the following unions working in the convention facilities at **McCormick Place**: Electricians, Plumbers, Carpenters, Decorators, Riggers and Teamsters.

On Monday through Friday the window is from 6:00 AM to 10:00 PM and work is straight time for first 8 consecutive hours and overtime begins after 8 hours. On Monday through Friday overtime applies from 10:01 PM to 11:59 PM and then double time starts at 12:00 AM to 5:59 AM. To confirm all rates and times, refer to the individual order forms for each service. On Saturday work is overtime for the first 8 consecutive hours and double time starts after 8 hours. All work on Sunday and Holidays is done on double time.

Expanded Exhibitor Rights:

Prior to the recent legislation, Exhibitors on MPEA premises were entitled to exercise certain labor-related rights during the run of a Show and were granted certain privileges as a condition of Exhibiting on MPEA property. The legislation expands these rights and privileges and contractors are expected to honor them as a condition of operating on MPEA premises.

- **Accordingly, effective August 1, 2010, both Show Managers and Exhibitors will enjoy the following rights and privileges and contractors are required to acknowledge and**



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abide by these new policies.

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Skip Haile / Operations Director / ReedPop / skip.haile@rxglobal.com

EXHIBITS OF PRODUCT DISPLAYS IN MEETING ROOMS

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited. Also, see Booth Staging requirements as they also apply in these areas.

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.

EXHIBITS OR PRODUCT DISPLAYS MEETING ROOMS

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces.

No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **9:00 AM on the day of Show Open** any part of a booth with unfinished side or back-walls will be draped by **Show Management** at the expense of the exhibitor.

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.

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.



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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 need to be treated as well.

FIRST AID

<http://www.mccormickplace.com/attendees/amenities.php>

McCormick Place provides wheelchair-accessible first aid stations in each building. Specific stations are opened based on the event location. These stations are fully equipped and include automated external defibrillators for reviving heart attack victims.

All medical care is provided under the guidance of the **McCormick Place Medical Director** who is Board Certified in emergency medicine. Stations are staffed by Emergency Medical Service (EMS) providers, most of whom serve as full-time paramedics for the Chicago or suburban fire departments.

In addition, two hospitals are situated within minutes of **McCormick Place**. City ambulances will be called to transport patients when needed.

There are First Aid areas located in each building:

- **Lakeside Center** - Level 1 nearby the Arie Crown Theater Dressing Room Entrance
- **South and North Buildings** - Level 2.5 of the Grand Concourse nearby the FedEx Office
- **West Building** - Level 1 nearby the Transportation Center

* **Hours of operation and location are based on event activity in the facility.**

AED's - Ninety-two (92) Automated External Defibrillators (AEDs) have been strategically placed throughout the **McCormick Place** complex. The AEDs are mounted in highly visible cabinets placed throughout **McCormick Place** and in each security vehicle. When needed anyone who has taken a CPR/AED course can utilize them, as can our own certified personnel. More than 150 security and fire-safety officers and managers have been certified in CPR and are trained to use AEDs.

FOG/SMOKE MACHINES

The level of fog/smoke used as part of an event may set off the fire alarm system. To eliminate this fire safety issue, **McCormick Place** restricts usage of fog/smoke machines to water-based chemicals. The Fire Safety Department must obtain advance approval. A copy of the MSDS covering the machine along with an outline of where it will be used, and a schedule including rehearsal and show times must be given to your **Event Manager** for review.

FOOD & BEVERAGE SERVICE

The **McCormick Place Catering Department**, operated by OVG Hospitality has exclusive food and beverage distribution, production and service rights within the **McCormick Place** complex. Food, beverage (alcoholic and non-alcoholic), food dispensing equipment must be supplied by **McCormick Place** on-site **Catering Department**. Fresh and creative menus, quality food presentation, and a courteous and responsive staff all help to make your food and beverage events at **McCormick Place** memorable. Remember that planning special event functions at **McCormick Place** will not only add to the overall event experience, but also boost attendance.



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In addition to hosted functions, **OVG Hospitality** provides restaurant options in both permanent and temporary locations as needed by event activity in the facility.

OVG Hospitality also provides a large selection of food options to enhance your exhibitors' experience on the show floor—from booth personnel lunches to hospitality items that will attract attendees to the booth.

Food and beverage items used for events, to generate traffic to booths or to service planner or exhibit personnel must be catered by **OVG Hospitality**. Distribution of outside food or beverage by sponsoring organizations and/or exhibitors must obtain written authorization.

A separate contract covering hosted food and beverage services will be issued along with a schedule for deposits and payments. This contract is separate from the one that you have with **McCormick Place**.

Sampling Policies

The following policies apply to both event organizers and their exhibitors.

The selling of food and /or beverage products by any other entity other than SAVOR...Chicago is strictly prohibited. Sponsoring organizations of expositions and trade shows and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization and adherence to all of the conditions outlined below.

Non-Food Industry Events

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show.
- Vendors MUST submit proof of having \$1,000,000 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.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to Local and State Health Codes:
 - Food items are limited to bite size (2 X 2 inches or 2 ounces)
 - Non-Alcoholic Beverages limited to maximum of 4-ounce sample size.
 - Distribution of alcoholic products must be monitored and overseen by a staff bartender from OVG Hospitality in compliance with Illinois Liquor Laws.
- Sample Portions must be under the following limits:
 - Beer – 7 oz.
 - Wine/wine coolers/spirit coolers – 2 oz.
 - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through OVG Hospitality, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the following policies are strictly adhered to:
 - A per day charge, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.
- Donations or sponsorships involving food and/or beverage products are subject to a user fee for



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food products and corkage fee for beverage products. This charge is determined based on the individual show/event.

- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other **McCormick Place Services**.
- Other food and/or beverage items used as traffic promoters (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), service for exhibition staff or events MUST be purchased from OVG Hospitality.

Food Industry Events

- Items dispensed are limited to product manufactured, processed or distributed by exhibiting company.
- Vendors must submit proof of having \$1,000,000 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.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to local and state health codes:
 - Food items are limited to bite-size pieces or a maximum of 6-ounce portions.
 - Non-Alcoholic Beverages limited to a maximum of 8-ounce sample size, served in plastic cups, cans or bottles.
 - Distribution of alcoholic products must be monitored and overseen by a staff bartender from OVG Hospitality in compliance with Illinois Liquor Laws.
 - Sample Portions must be under the following limits:
 - Beer – 7 oz.
 - Wine/wine coolers/spirit coolers – 2 oz.
 - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through OVG Hospitality, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the following policies are strictly adhered to:
 - Samples are distributed from the exhibit booth.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other **McCormick Place Services**

Corkage/Usage, Service, Tax Fees

If the conditions outlined under Sampling are not met, the following policies will apply:

- Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet/booth events will incur a corkage/user fee equal to 50% of the OVG Hospitality retail pricing and is subject to all applicable taxes and service charges.
- Request for food products brought on the premises for consumption at hosted banquet/booth event will incur a user fee equal to 50% of the OVG Hospitality retail pricing and is subject to all applicable taxes and service charges
- Corkage and user fees are subject to a service charge and applicable sales tax.

Unused Food or Beverage Product

Unused food or beverage product that requires pick-up or shipment after the event/show is the responsibility of the company that is sampling the product and must be arranged in advance. No refunds of corkage/user fees will be given for food or beverage product if not consumed during the event/show.



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Related Services

Food and beverage related services including storage, delivery, kitchen use or any other service required for food and/or beverage products brought from the outside are not the responsibility of and will *NOT* be provided by OVG Hospitality. If these services are required, additional fees will apply:

- Per day/pallet charge for refrigeration, freezer and dry storage
- One-time handling fee for 1-4 skids and an additional handling fee for 5 or more skids
- Delivery charge each time product is delivered (on a 2-foot x 4-foot cart) to the booth/room
- Per hour charge for kitchen space, which is reserved on a first come, first serve basis
- Food preparation by our culinary team

Equipment rental, subject to availability

FOOD OPTIONS

OVG Hospitality at McCormick Place is providing innovative food concepts and exciting new menu items for customers to **McCormick Place**. There are new retail concepts that include La Brea Bakery and Jamba Juice and a new Starbucks location on the 2.5 level of the South Hall.

(Restaurant operations are subject to event location. Check with the Information Desk upon your arrival.)

GOOD TASTE AND RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in their exhibit if, in **Show Management's** opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON COMMON BORDERS

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

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.



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HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

*****If you have a question about the type of your booth, please contact Reed Exhibitions Operations*****

HARASSMENT POLICY

Harassment of any kind, including stalking, deliberate intimidation, unwelcome physical attention, physical assault and battery, will not be tolerated at **C2E2**. If it's illegal outside the **Convention Center**, it's illegal inside the **Convention Center**. Harassment is grounds for removal from the convention without refund as well as potential legal action. We want **C2E2** to be a safe, open and accepting environment for all Fans, and if you find yourself victim of harassment at the convention please come immediately to **C2E2's Show Office**. [Read our full Anti-Harassment Policy](#)



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HAZARDOUS DEMONSTRATIONS/DISPLAY MATERIALS/PYROTECHNICS

When designing demonstrations and displays, note that the following devices require pre-approval by **McCormick Place** and the Chicago Fire Department (CFD): Lasers, open flames (including candles)

-
- Laser, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the **McCormick Place 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
- 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 OSHA requires pre-approval and must be accompanied with the appropriate **Material Safety Data Sheet (MSDS)**. The Fire Safety Office will need copies of the **MSDS** before the materials arrive.

HAZARDOUS MATERIALS MANAGEMENT

Neither **McCormick Place** Housekeeping Department nor your general service contractor manages hazardous material removal. It is your responsibility to find a vendor to handle these hazardous materials.

HELIUM BALLOON DISPLAYS

Helium-filled balloons and/or helium tanks are not permitted in any area of the Center unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. Helium balloon displays must be approved by the **Show Management** and **McCormick Place**.

HOTEL/TRAVEL DISCOUNTS

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Rate Assurance** - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

IN-BOOTH WORK

The legislation contains an expansive definition of the type of work that Show Managers and Exhibitors may now perform within their Booths. The legislation also charges the authority with the responsibility for ensuring that the exercise of these rights by Show Managers and Exhibitors is consistent with training and



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safety requirements. While this safety analysis is an ongoing component of the implementation process, the authority is prepared to announce the following changes in the type of work that may be performed by Show Managers and Exhibitors: The "booth of 300 square feet or less" limitation no longer applies. Show Managers and Exhibitors may now perform work in a booth of any size.

Show Managers and Exhibitors may now perform work within their booths using their own ladders or hand tools, cordless tools, power tools and other tools designated by the authority. In addition to the work currently performed, Show Managers and Exhibitors may also begin performing the following work within their booths:

Setting-up and dismantling Exhibits; Assembling and disassembling materials, machinery or equipment; Installing all signs, graphics, props, balloons, other decorative items and Show Manager or Exhibitor drapery, including the skirting of Show Manager or Exhibitor tables; Delivering, setting-up, plugging in, interconnecting and operating Show Manager or Exhibitor electrical equipment, computers, audio-visual devices and other equipment; and Skidding, positioning and re-skidding all Show Manager or Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies. The use of pallet jacks is not allowed at **McCormick Place**.

INFANT NURSING AREA

The First Aid Office located on Level 2.5 of the Grand Concourse in the South Building and on Level 1 in the West Building is setup to provide privacy for infant nursing.

INFORMATION DESKS

The Information Desks at **McCormick Place** are the checkpoints for information about events in the facility and available **McCormick Place** services in the following locations:

- South Building, Level 1
- West Building on Levels 1 and 3

Lakeside Center on Level 3

INSPECTION DEADLINE

Inspection Deadline - Any booth not occupied by **9:00 AM on the day of Show Open** will be presumed abandoned.

- If there is freight in the booth and **Show Management** believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or **Show Management** believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **9:00 AM on the day of Show Open**
- No shipment will be accepted at any time past **5:00 PM of the last day of Exhibitor move-in**, or beyond

Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Sunday afternoon, April 28 2024. Only then can you be reasonably assured of a start time.

LOST & FOUND

Located in the **Security Office** – North Hall



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MAINTAINING ACCESS & EGRESS

The following may not be blocked, or access impeded:

- Firefighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, standpipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

MATERIAL HANDLING (DRAYAGE) SERVICES

FREEMAN is the exclusive material handling provider for **C2E2**. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **McCormick Place**. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from **McCormick Place** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. **Material Handling Agreements** may be obtained from **FREEMAN** at the **Exhibitor Service Center**. You must have your exhibit completely dismantled and packed before returning your completed **Material Handling Agreement (MHA)** to the **FREEMAN Service Desk**.

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.

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 CFD 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.

Booths fall into one of the five following booth formats:

Format 1: Exhibits with two stories fewer than 225 square feet



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- 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 1–4, 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. Max. 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.



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- **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) 2-1/2pound 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 Safety Review:** Send stamped blueprints to **McCormick Place** for review with the Fire Safety Division and by the CFD 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 fire guards 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**.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by **Show Management** at the expense of the rule-breaking exhibitor

OPEN FLAME DEVICES

Used for illumination or decorations, 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 and **Show Management**.
- Must be contained inside a noncombustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a noncombustible surface with 24 inch clearance for 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-BC strategically located within 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. o Maximum one day supply of the replacement fuel is allowed in the booth. o Device must be allowed to cool before refueling.

Flame must be extinguished ½ hour prior to show closing.



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Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [C2E2 FAQs](#)

OUTBOUND SHIPPING

FREEMAN Transportation is the Official Carrier of **C2E2**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **FREEMAN TRANSPORTATION** will maintain a full staff on-site at the **Exhibitor Service Center**.

PAINTING/BUILDING ALTERATIONS

Painting any structural part of **McCormick Place** (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited

PERSONAL TRANSPORTERS

Motorized personal transporters, scooters and similar vehicles are not permitted at **McCormick Place** absent a compelling need, coupled with assurances of safe operation and adequate insurance coverage provided by Event Management, all of which must be approved at least 30 days in advance. Motorized devices are permitted for use by people with mobility impairments as described in the "Accessibility" information on the **McCormick Place** website. **McCormick Place** offers personal mobility vehicles for rent during events, and individuals interested in renting such a vehicle can call 888.441.7575 or by visiting www.scootaround.com/rentals/m/mccormickplace.

SEGWAYS - Segways are allowed in the McCormick Place facility, as long as they are operated with care and diligence with regard to the user's safety and the safety of others. Attendees are not permitted to use segways in the facility. We do allow Show Management to use them in public space, exhibit halls or meeting rooms. Users should use elevators and not escalators or stairways to go between levels. Exhibitors can use them in their booth areas but must obtain permission from the event organizer. A listing of users should be sent to your Event Manager, who will then advise McCormick Place Security. Segways used in the facility must not exceed 8 mph, must avoid high-traffic areas and should never be left unattended. If guidelines are not followed McCormick Place reserves the right to revoke these privileges.

POST SHOW PAPERWORK AND LABELS

The **FREEMAN Exhibitor Services Department** will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

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

RIGGING WORK

Rigging is performed by **FREEMAN**. The nature of the work involved will determine which employees perform rigging work.



EXHIBITOR/McCormick PLACE INFORMATION & REGULATIONS

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SECURITY

McCormick Place maintains twenty-four (24) hour security for the perimeter areas and internal patrols. The **Show Manager** is responsible for the complete security within the exhibit areas, meeting rooms, and other areas, including crowd control in public areas. **Show Management** must assure that a security supervisor is on site at all times to receive information or complaints in reference to the conduct of contract security employees. We reserve the right to ask security personnel to leave if the situation warrants such action. Contracted security may not carry firearms or weapons of any kind without prior written permission from **McCormick Place Management**.

Armageddon Security Agency is the **Official Security Contractor** of **C2E2**. **Show Management** will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, Show Days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind booth
- Shipping cartons should not identify contents. Use coded labels
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive



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- Booth staffing plans should take the following into consideration:
 - Who will be at the booth during set-up and dismantling?
 - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - Will you need a security cage?
 - Will you need a private guard?
 - Should you safeguard material in the free storage room during non-Show hours?
 - Does everyone concerned know that nothing of value should be left in containers labeled "EMPTY"?
 - Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
 - All of your booth personnel should be advised to wear official Show Badges at all times as a security measure, and to use the official Merchandise Passes when removing items from the exhibit floor
 - DO NOT leave laptop, purses, cell phones, cameras, etc. unattended
- It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes
- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show, please be sure to secure all electronic equipment

Don't Leave Your Booth Unattended Until Your Merchandise Is Secure

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Secure all such merchandise at all times during the non-Show hours.

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.

Show Management can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

SHOESHINE SERVICE

A permanent service area is located on Level 2.5 in the Grand Concourse. Satellite locations are set up based on event activity and public space availability. Both drop-off and as-you-wait service is available.



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SHUTTLE BUS SERVICE

There are no Free Shuttle Bus Service to and from McCormick Place and the Official C2E2 Hotels

SMOKING POLICY

McCormick Place is an active supporter of providing smoke-free environments for its customers and employees. Directed by a City of Chicago Ordinance, smoking and vaping is not allowed in any enclosed space, including exhibit halls, meeting rooms, restaurants, lobbies, hallways and garage areas. Smoking is also prohibited within 15 ft. of any entrance. An area map showing the designated outdoor areas where smoking is allowed can be found on the **McCormick Place** website.

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. **Show Management** will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. **C2E2** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

TAXES

If you do not plan to make direct sales at the **C2E2**, you need not read any further.

All **C2E2** Exhibitors must comply with the sales tax laws of the State of Illinois. To this end, we are required to notify you that form IDOR-6-SETR must be completed and mailed, faxed or submitted online. Click here for the [IDOR-6-SETR](#) form.

It will be your responsibility to determine whether or not you are required to apply for a tax certificate and collect sales tax. You can do this by obtaining and reading the publication for retailers at:

<https://www2.illinois.gov/rev/individuals/Pages/fairs.aspx>

You can receive your certificate of registration, and any help related to the process, by contacting Barbara Wagner:

1. Email: Rev.SpecialEvents@illinois.gov
2. Phone: 847.294.4475
3. Address: Illinois Revenue Chicago Regional Office, 555 West Monroe, Ste 1100, Chicago, Illinois 60661

Hours: 8:30 AM – 5:00 PM on weekdays only. Please note the application will take 1-2 days to process.

Questions regarding the completion of form IDOR-6-SETR can also be resolved by contacting the IL State Tax Department at 847.294.4475.

Tax Certificates **MUST** be displayed in your booth during Show hours.

Please contact the IL State Tax Department if you have questions regarding the rate at which tax must be computed, charged and collected.



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It is important that you call the State of Illinois after the event closes and close your account, otherwise you may be expected to make a monthly tax payment. The number to call is 217.785.3707.

U.S. MAILBOX

Mailboxes are located near the Business Centers in the South and West Buildings.

VEHICLE DISPLAYS

Motor Vehicles for display are permitted subject to the following criteria:

- 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
- Tanks cannot be refueled or emptied inside the Center. Refueling must be done off property
- Battery cables must be disconnected once the vehicle is positioned
- The engine cannot be operated during show hours
- During non-Show hours, vehicles must be locked
- A properly tagged set of keys to each vehicle must be left with **McCormick Place** Public Safety Division prior to display
- No repairs or alterations may be made on vehicles
- Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors
- Vehicles displayed in house carpeted halls must have floor covering installed beneath the motor
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee

Other Regulations Regarding Motor Vehicles

- Motor vehicles must be turned off when parked inside
- Operating equipment or machinery must not be left unattended
- Motor vehicles may be operated on carpeted areas of t **McCormick Place** when approval is given by **McCormick Place** Staff. Protective material must be placed in the carpeted areas for protection of floor surface.
- All forklifts or other heavy loading devices operated within **McCormick Place** must be operated by certified personnel
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by **McCormick Place** management. In those instances, the forklift must have pneumatic tires
- Forklifts are not permitted to operate in the Galleria/River Pavilion or in carpeted halls 1D and 1E, unless a pathway of masonite is constructed
- Parking on the loading docks or inside the **McCormick Place** (except for loading and unloading) is prohibited; violators will be towed at owner's expense
- Utility carts may be operated in the **McCormick Place** exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses or lobby during Show hours.

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at **McCormick Place**.



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VISITOR INFORMATION CENTER

Information brochure displays from *Choose Chicago* are available in the following locations:

- South Building, Level 1 at Gate 4 and on Level 2.5 near the Business Center
- North Building, Level 2 near the Gift Shop
- West Building, Level 1 at the Transportation Center
- Lakeside Center on Level 2

WEAPONS POLICY

Please read this entire policy before attending C2E2. Failure to follow this policy may result in your removal from the convention without refund. The following items are generally forbidden at C2E2:

- Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks) Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard

Prop weapons will be allowed providing they are composed of cardboard, foam, wood or other light materials. Prop firearms are allowed only if they cannot be mistaken for real weapons.

The barrel of all prop firearms must be covered with brightly colored caps. Prop bows will be allowed providing all arrows have soft tips. And no, selfie sticks are not allowed at **C2E2**. All permissible items are subject to **Show Management's** discretion.

The sale and/or distribution of deadly weapons are unlawful in the City of Chicago unless the potential seller has obtained a weapons dealer license from the City of Chicago. Deadly weapons include, but are not limited to, pistols, revolvers and other firearms, daggers, stilettos, billies, derringers, bowie knives, dirks, stun guns or tasers or other deadly weapons that can be concealed on the person. See Chapter 4-144 of the City of Chicago Code of Ordinances. This same ordinance also prohibits the display of deadly weapons in showcases or show windows, on counters or in any public manner.

All persons using **McCormick Place** property are required to comply with all laws, statutes and ordinances, as well as any others also relevant to the issue. **McCormick Place Loss Prevention** has final approval on all goods sold during **C2E2**. If the product is to be sold, it must be wrapped in a sealed box and a waiver must be signed. Waivers will be distributed during Booth setup.



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All attendees entering the **C2E2** will be reviewed for any props that resemble a weapon and this item will be tagged once deemed safe to the public. All other items deemed unsafe will be confiscated by **Show Management**.

WHEELCHAIRS/MOTORIZED CHAIRS

Wheelchairs, scooters, information booths, designated parking, TDD telephones and other services are available for visitors with disabilities. For wheelchair/electric scooter rental contact our service partner Scootaround, Inc. at 888-441-7575 or by visiting their website at www.scootaround.com/rentals/m/mccormickplace to reserve in advance. Onsite rental may be available, depending on event schedules.



WIRELESS INTERNET/WIFI

Complimentary Wi-Fi is available on the exhibit floor during move in and move out. It is no longer available on the exhibit floor or in space(s) used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F

Complimentary Wi-Fi will continue to be offered at all times in public/function space and meeting rooms.

This service is for checking emails or basic websites with minimal graphic content. Access to the Wi-Fi network may be sporadic and cannot be guaranteed as access is based on the volume of users. For your convenience, we offer two options to upgrade your Wi-Fi quality of service that can be purchased directly from your device. (Rates subject to change without notice)

- Concierge Wireless Service (Speed up to 1.0 mbps): Service in all areas complimentary Wi-Fi is available.
 - \$9.95 per day
 - \$35.95 per show (up to 5 days)
- VIP Wireless (Speed up to 1.5 mbps) Service from event move in thru move out in all areas INCLUDING Exhibit Floor.
 - \$300.00 for first device only. For multi device/user discounts, please contact the Technology Department at (312)791-6113 or email technology@mccormickplace.com

McCormick Place Technology Services is committed to delivering the highest quality internet and networking services in the industry. Experience has shown that wireless service is inherently vulnerable to interference from other devices that utilize the same radio frequency spectrum (such as microwave ovens). It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit – a hard-wired service is the best way to go. If you need help with selecting the proper Internet Service for your exhibit, please call **McCormick Place Technology Services Department** at (312)791-6113 and our experienced Service Managers will be happy to assist you or refer to the order form in your Exhibitor's Services Manual.

REQUIREMENTS To access WIFI service:

Your device/computer must have at least an 802.11b/g WirelessNetwork Interface Card (Integrated, PCMCIA, or USB)