



McCormick Place Building Entry Exit Procedure BEEP

Effective May 1, 2018 the Building Entry and Exit Procedure (BEEP) will be finalized as listed below. **Individuals will only enter MPEA properties through the designated doors. Personnel will not be allowed to enter through any other door and/or proceed through the facility to the designated location.** Cleared individuals will then receive a one-time use wristband indicating they have gone through BEEP processing. Wristbands must be worn on the wrist, no exceptions.

1. All represented labor, local EAC contractors, service desk personnel/management and official contractors will enter the facility via the following locations:
 - a. Cashier station located at the East Ramp from Parking Lot C. Open Daily from 5:00AM to 5:00PM. Effective July 1, 2018 this location will be open 24 hours each day.
 - b. Lot B – South Building labor corridor entrance. Hours will be posted when location is in operation.
 - c. 24th Place – West Building labor corridor entrance. Hours will be posted when location is in operation.
2. Out-of-town Event Contractors on the approved Event Appointed Contractor list (names provided in advance via email to: eventsecurityrevisionsteam@mpea.com) and official vendors that have not received their official show credentials will enter through the above listed locations.
 - a. EACs that are confirmed registered guests at the Hyatt Regency McCormick Place or the Marriot Marquis Chicago may enter at Gate 4. Names must be provided in advance for verification by security and sent via email to: eventsecurityrevisionsteam@mpea.com.
3. Contractor Managers that have approved parking on the docks will obtain their wristbands of the day from the McCormick Place ramp officer.
4. Empty Crate Company and Cleaning Company Managers and staff will enter through the above listed locations. Additionally, those companies must adhere to the following guidelines:
 - a. Companies must email a list of employees working each day to eventsecurityrevisionsteam@mpea.com. The list must include:
 - i. All supervisor's names and cell phone numbers.
 - ii. Hours and MPEA property locations scheduled to be worked.
 - iii. Full name of all employees and their work schedules.
 - iv. Corresponding ***outer most*** garment number for all employees working a specific shift.
 - v. All employees are required to have valid government issued identification on their person while on MPEA properties.

- b. Companies will provide each of their employees a shirt, smock or reflective vest that **MUST be worn as the outer most garment** while on MPEA property. Said garment must:
 - i. Contain the company name and an identification number on both the front and rear of the garment.
 - 1. Empty Crate Companies will wear **BRIGHT BLUE** outer garments.
 - 2. Cleaning Companies will wear **BRIGHT GREEN** outer garments.
 - ii. Identification number characters on the front must be a minimum of 6" in height and printed in a bold contrasting color to the garment.
 - iii. Identification number characters on the rear must be a minimum of 12" in height and printed in a bold contrasting color to the garment.
 - iv. Identification numbers MUST match the list of employees sent to McCormick Place Security each shift.
- 5. Exhibitor access to leased space is at the discretion of Show Management/Security. Samples of all show credentials must be submitted to McCormick Place Security and Event Management.
- 6. McCormick Place Staff and Choose Chicago and Aramark personnel with valid credentials may be allowed entry to leased spaces. SAVOR... Chicago and Aramark personnel will enter MPEA property through their designated areas. They must wear their issued uniforms and are prohibited from covering them with an outer garment.
- 7. McCormick Place Benefits Card issuance:
 - a. Registered company or applicant with;
 - i. Proof of service on MPEA properties that exceeds 30 days per calendar year. Applicant must complete the McCormick Place Security Department's application form in its entirety.
 - ii. Service of less than 30 days within a calendar year.
 - 1. Company must provide the name of each individual per event and email the information to eventsecurityrevisionsteam@mpea.com.
 - 2. Individuals must present valid government issued identification at the designated BEEP locations. McCormick Place Security will verify their identity against the submitted list.

Please note: Access to leased space is at the discretion of Show Management/Security. The BEEP process outlined above does not take place of event credentialing or access procedures.

**McCormick Place Building Entry Exit Procedure (BEEP)
Instructions for EAC Event Personnel Form**

Out of town Event Contractors on the approved Event Appointed Contractor list and official vendors will be required to complete and email the EAC Event Personnel Form (attached) for each event for the following individuals:

- Personnel that have not received official show credentials and are entering through the designated BEEP location (McCormick Place's website lists the BEEP entry location hours: <http://www.mccormickplace.com/contractor-eac/BEEP.php>).
- Personnel that are registered guests at Hyatt Regency McCormick Place or Marriot Marquis Chicago entering MPEA property at Gate 4.

The form must be populated with the following information:

1. Event Name
2. Company Name
3. Name and contact information of individuals authorized to submit personnel information on behalf of company for the specific event
4. Name, Booth Number, and name of registered hotel (Hyatt Regency McCormick Place or Marriot Marquis Chicago) of EAC personnel and vendors

The form must be completed and sent to eventsecurityrevisionsteam@mpea.com. If there are any updates / changes made to the form, they must be in **RED**, the revisions date must be noted on the form, and the form must be resubmitted to eventsecurityrevisionsteam@mpea.com.

Personnel must present valid government issued identification at the designated BEEP locations. McCormick Place Security will verify their identity against the submitted list. The following are acceptable forms of identification:

- Driver's license or ID card issued by a U.S. state or outlying possession of the U.S., provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color and address.
- Federal or State ID card provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color and address.
- U.S. Armed Services ID card or draft record
- Driver's license issued by a Canadian government authority
- An unexpired U.S. Passport
- A U.S. Passport Card
- A Permanent Resident Card ("green card") or Alien Registration Receipt Card with photo
- An unexpired Temporary Resident Card
- An unexpired foreign passport with an I-551 stamp, or with Form I-94
- An unexpired Employment Authorization Document issued by the Homeland Security that includes a photograph (Form I-766)
- An unexpired Employment Authorization Card



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McCormick Place B.E.E.P. "Building Entry Exit Procedure"

A new mandatory Building Entry and Exit Procedure (BEEP) has been implemented. Represented labor and event contractors will enter the building through designated points. Cleared workers will then receive a one-day wristband that indicates they are part of that day's crew. This wristband must be worn on the wrist, no exceptions.



Event Calendar
Getting Here
Contractors/EC
B.E.E.P.

Lakeside Lot C Entrance
open daily 5am-5pm

South Building Lot B Entrance – 5am-5pm (subject to change)
May 1-7
May 10 1pm-5pm
May 11-25
May 29-June 8

West Building 24th Place Entrance
5am-5pm (subject to change)
May 1-7
May 10th 11am-5pm
May 11
May 17-21
May 24 12pm-5pm
May 25



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Parking
Emergency Procedures
ADA Accessibility

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Arie Crown Theater

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On-line Ordering Services & Guidelines
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Telephone Services
Wireless Internet
First Time Exhibitor

Contact Technology Services
ASUV Program
Event Contractors
Food & Beverage Amenities

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Sales & Marketing
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Floor Plans
Food & Beverage Amenities

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Art Collection