TECHNOLOGY SERVICES
EXHIBITOR ORDERING GUIDE AND
FACILITY INFORMATION

Advance Rate Deadline Date:
NOVEMBER 2, 2021

Please note:
Internet connections may only be ordered through RSNA.

If you require RSNANet Services to be installed by a specific date or need CAT5/6 Networking, please order Technology Services Labor Only (code 3359).

Click here to order Technology Services or go to www.mccormickplace.com

Please contact us if you need assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)
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Money Saving Tips

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

- Order your services via our Online Ordering System by the **deadline date** at [www.mccormickplace.com/exhibitors/online-ordering](http://www.mccormickplace.com/exhibitors/online-ordering)
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.

### EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/ASM Global. **An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

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

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

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies.

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

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

EXHIBITOR RIGHTS “DO NOT APPLY” TO

To: McCormick Place Registered Contractors
Re: Exhibitor Rights do not apply to contractor personnel

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

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

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

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

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell
tcassell@mccormickplace.com312-617-0115
Pat Allenpallen@mpea.com312-791-6551
Alichia Johnso najohnson@mpea.com312-791-7186
Greetings Exhibitors:

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

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

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

Exhibitor Rights Hotline 312-791-7299
Tom Cassell tcassell@mccormickplace.com 312-617-0115
Pat Allen pallen@mpea.com 312-791-6551
Alichia Johnson ajohnson@mpea.com 312-791-7186

The following will occur upon request:

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

CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION.

WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH
Telephone Services

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

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

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

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

Description of Telephone Services

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

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

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

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

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

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

Cable Television Access

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

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

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

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

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

Payment Policy

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

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

Cancellation Policy

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

Limitation of Liability

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.
Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service.

INTERNET SERVICES MUST BE ORDERED THROUGH RSNA

If you require RSNANet Services to be installed by a specific date or need CAT5/6 Networking, please order Technology Services Labor Only (code 3359).

### TELEPHONE SERVICES

Refer to page 6 for service descriptions.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
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<tbody>
<tr>
<td>Single line and multi-line services include phone instruments.</td>
<td>$290.00</td>
<td>$435.00</td>
</tr>
<tr>
<td>3310 - Analog Single Line</td>
<td>$290.00</td>
<td>$435.00</td>
</tr>
<tr>
<td>3321 - Analog Single Line Extension</td>
<td>$140.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>3315 - Digital Multi-Line</td>
<td>$620.00</td>
<td>$930.00</td>
</tr>
<tr>
<td>3322 - Digital Multi-Line Extension</td>
<td>$315.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>3311 - Voice Mail (for Analog Single Line Only)</td>
<td>$60.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>3319 - Other Carrier Services</td>
<td>$265.00</td>
<td>$398.00</td>
</tr>
<tr>
<td>3340 - Polycom Sound Station</td>
<td>$210.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Must order a Analog Single Line service</td>
<td>$210.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>3337 - Analog Single Line Speaker Phone</td>
<td>$12.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Must order a Analog Single Line service</td>
<td>$12.00</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

**Services includes:**

- Unlimited Free Toll-free and Local (Chicago Metro) calls
- 100 minutes on Domestic Long Distance at no charge
- We charge for all international calls

### CABLE TV SERVICES

Service Available in South and West Buildings. Limited service available in North, please call 312-791-6113 to confirm location. No service in Lakeside.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1560 - Cable Access</td>
<td>$245.00</td>
<td>$368.00</td>
</tr>
<tr>
<td>1570 - Additional Connection - only one additional per Cable Access (1560) permitted</td>
<td>$32.00</td>
<td>$47.00</td>
</tr>
</tbody>
</table>

### LABOR SERVICES

CAT 5 Cable is included in the labor rate.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Deposit Charge</th>
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<tbody>
<tr>
<td>3359 - Technology Services Labor Only</td>
<td>$109.00</td>
</tr>
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</table>

Use this service to request telecom labor when no internet services required. Actual labor billed once work is complete.

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Straight Time</td>
<td>$109.00</td>
</tr>
<tr>
<td>Over Time</td>
<td>$157.00</td>
</tr>
<tr>
<td>Double Time</td>
<td>$205.00</td>
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### INTERNET SERVICES

If you require RSNANet Services to be installed by a specific date or need CAT5/6 Networking, please order Technology Services Labor Only (code 3359).

### TECHNOLOGY SERVICES RATE SHEET

Effective June 1, 2021 - May 31, 2022

Rates are subject to change without notice

Click here to order Technology Services or go to www.mccormickplace.com

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

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

Please be sure to include the following items:

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

Animals and Pets

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

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

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

Smoking

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

Exhibits in Meeting Rooms

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

Hanging Items

- Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.
- All requests for hanging items must be reviewed and approved by Show Management.
- The responsibility to hang an item is shared by your general service contractor and the utility provider.
- For Items weighing 500 lbs. or more, drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.
Parking and ASUV Programs

Exhibitor Guaranteed Parking

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

Self-loading/Unloading

- **Automobile and Small Utility Vehicle (ASUV) Program**
  - McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.

- **Hand Carried Items**
  - Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

Exhibit Hall Use and Guidelines

McCormick Place Access Regulations (BEEP)

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

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

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

Fire Safety Regulations

- Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.
- Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.
- The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
Booth Staging (continued)

- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire-retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
Hazardous Demonstration/Display Materials/Pyrotechnics (continued)

- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device but cannot be stored overnight.
  - All fuel transfers must use safety cans.
  - When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:
- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

- If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B: C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

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

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairways, and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.
Multi-Level Booths or Ceilings (including tents) continued

Booths fall into one of the five following booth formats:

- **Format 1:** Exhibits with two stories under 225 square feet
- **Format 2:** Exhibits with two stories at or over 225 square feet
- **Format 3:** Exhibits with ceilings under 225 square feet
- **Format 4:** Exhibits with ceilings at or over 225 square feet
- **Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

<table>
<thead>
<tr>
<th>Fire Code Item</th>
<th>Booth Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maximum Dimensions</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Second Level</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Exit Stairways</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Smoke Detectors</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Fire Extinguishers</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Posted Certificate of Fire Retardancy</td>
<td>No</td>
</tr>
<tr>
<td>7. Certified Approval</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Fire Marshal Review</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For exhibits, using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

**Fire Code Items for Multiple Level Booths**

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:
  - Minimum of 3 feet in width
  - Provide a handrail on at least one side
  - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
  - Not be spiral or winding
  - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
Fire Code Items for Multiple Level Booths (continued)

- **Fire Safety Review**: Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.

- **Fire Guards**: Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fireguards is subject to prior approval by the McCormick Place Fire Safety Manager.

- **Americans with Disabilities Act**: All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

**Hazardous Materials Management**

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