

LABOR

In no other center in the country will you find the level of skilled labor that we have in Chicago. We have a “can do” attitude that has become a standard of excellence.

McCormick Place Labor Work Rules: Not all labor services are contracted through McCormick Place. McCormick Place FOCUS One provides electrical, communication services, plumbing and Internet services. The official service contractor to the event provides drayage, decoration, rigging, carpentry and freight movement.

Non-McCormick Place Work Rules: The Show Manager has selected an official service contractor to perform the following tasks: drayage, decorating, freight unloading and loading, rigging and carpentry. The trades’ people who perform these functions are hired by the official service contractor and are not employed by McCormick Place.

An exhibitor or a full-time employee of the exhibitor is allowed to do much more of their own work. In a booth of 300 sq. ft. or less, an exhibitor may do his/her own assembly and decorating work if they so choose. An exhibitor’s full-time employee may work along with a laborer in assisting with the installation and dismantling of a booth of 300 sq. ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders. This change in work rules does not mean you must do this work yourself. You may continue to have this work done by the official service contractor’s workers or an Exhibitor Appointed Contractor (EAC).

Decorator crew size has also been reduced from 4 workers to 3 for aerial sign hanging jobs, unless safety is a concern.

Carpenters and Decorators are now organized into a single unified labor force who will work across traditional union jurisdictional lines. As a result, exhibitors will only need to place one request to obtain the labor required to set up a booth. This translates into faster service and greater efficiency.

- **Carpenters:** Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging structural signs; recreating exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; and the installation of structural signs.
- **Cleaning:** The event’s official service contractor is responsible for and provides overall cleaning in the exhibit hall. It is the exhibitor’s responsibility to hire porter service through the service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours. However, if an exhibitor leaves excessive debris behind at the end of an event, McCormick Place will dispose of it and bill the exhibitor for the service accordingly. Excess debris includes literature, lumber, skids and pallets, carpet and products or waste from a product or demonstration.
- **Decorators:** Responsible for hanging all signs and installing all drape, cloth and/or tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener as long as no tools or ladders are required and the total time to hang the sign does not exceed ½ hour. Exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps or Velcro.

Note: Structural signs and electrical signs are the responsibility of carpenters and FOCUS One electricians respectively.

- **Projectionists:** Responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to motion picture, video, holography, laser, slide and film used for the projection of an image on a screen or surface.



- **Riggers:** Responsible for uncrating, unskidding, positioning and reskidding all machinery. Exhibitors may carry in computers and appliances provided the movement may be reasonably done by hand. Exhibitors may remove small computers and appliances from crates or boxes provided work is done without a forklift or any power equipment. Exhibitors removing large items, which require the use of tools to release/remove restraining straps, would require rigging labor.
- **Stagehands:** Responsible for public performances of theatrical events that require temporary installation of lighting and audio equipment, including the installation, operation and removal of such equipment.
- **Teamsters:** Responsible for the handling of all material (except machinery) in and out of the exhibit hall. Exhibitors may carry in small packages, including pop-up booths, provided they can be hand-carried. Four wheel dollies are not permitted. Questions regarding the movement of freight should be directed to the official service contractor at the show.

Other Non-McCormick Place Labor: Services such as AV equipment, photography, florists, booth security and water coolers can be contracted through your event's service contractors. Refer to your Exhibitor Manual or contact Show Management for ordering information.

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. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through FOCUS One.
- Non-domestic, endangered or exotic animals: Again, use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also

Balloons and Radio-Operated Air

- 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 affect on the fire detection systems.

Exhibitor Appointed Contractors

- EAC employees are not "exhibitors". Therefore, an employee of an EAC cannot perform tasks allowed to "exhibitors".
- Employees of an EAC are not permitted to wear exhibitor badges.
- EAC's are required to register annually with the Metropolitan Pier and Exposition Authority, who governs McCormick Place. For further details, contact McCormick Place at (312) 791-6456.