



5931 West Campus Circle Drive  
Irving, Texas 75063  
Phone: (972) 751-9400  
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[www.packexpo.com](http://www.packexpo.com)

October 14-17, 2018  
McCormick Place  
Chicago, Illinois USA



## Exhibitor Rights

# EXHIBITOR BILL OF RIGHTS

In order to control costs, increase the competitiveness, and promote and provide for the economic stability of Authority premises, all Authority contracts with exhibitors, contractors, and managers shall include the following minimum terms and conditions:

- (1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:
    - (i) set-up and dismantle exhibits displayed on Authority premises;
    - (ii) assemble and disassemble materials, machinery or equipment on Authority premises; and
    - (iii) install all signs, graphics, props, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority premises (excluding hanging signs).
  - (2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.
  - (3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor materials, machinery, and equipment on Authority premises.
  - (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissors lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.
  - (5) The Authority shall designate areas, in its discretion, where exhibitors may unload and load exhibitor materials from privately owned vehicles at Authority premises with the use of non-motorized hand trucks and dollies.
- Straight Time rates for union labor will be in effect on Wednesday, October 17<sup>th</sup> (show break) from 4:00 pm to 10:00 pm. Overtime rates will be in effect from 10:00 pm to midnight.
  - Hanging signs regardless of type must be assembled and installed by union labor for safety reasons.
  - Half-hour increments will now be charged for union labor. (Minimum labor charge is now one half-hour rather than one hour.)
  - Due to the large number of rigging and teamster crews used at PACK EXPO International / Healthcare Packaging EXPO 2018, Straight Time is only available during the Monday - Friday, 8:00 am - 4:30 pm window.
  - Booth labor may be available at Straight Time rates outside of the Monday - Friday, 8:00 am - 4:30 pm window. 48 hour advance order is required. A minimum 4 hour labor call may be required. No show fees will apply. Saturday and Sunday orders will still be billable at OT/DT rates.



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# EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new 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 NEW 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 new legislation by posing as an exhibitor employee will incur serious consequences including the possible revocation of “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](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186



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### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected PACK EXPO Services (PES) to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, PES has the responsibility for material handling, electrical, air and water, all suspended rigging, general decorating and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

PES requests that exhibitors do not tip its employees by giving money, merchandise or other special considerations for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of PES. PES employees are paid an excellent wage and tipping is not an accepted company policy.

PES craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a PES management representative.

#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> <li>As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to “hand carry” they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> <li>Exhibitor must be in booth to take advantage of one time spot.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use PES material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>PES has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>PES has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>PES has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>PES is not responsible for any material it does not handle.</li> <li>Any freight which requires assembly, labor, cranes or special equipment is not eligible for the one time spot. See Material Handling Information for more information.</li> </ul>
Plumbing	<ul style="list-style-type: none"> <li>Exhibitors should supply their own filter or other equipment to handle moisture or water in compressed air lines.</li> <li>Exhibitors are not allowed to bring air compressors on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All service connections must be made by “Qualified Plumbing Personnel”.</li> <li>See Plumbing Terms &amp; Conditions for more information.</li> </ul>
Telephone	<ul style="list-style-type: none"> <li>May plug and unplug their phones, modems, faxes or credit card readers.</li> </ul>	<ul style="list-style-type: none"> <li>McCormick Place Technology Services must distribute all concealed and under-carpet wiring.</li> </ul>



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#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Electrical	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>• Plug in equipment into any receptacle up to 20A/120VAC.</li> <li>• May install their own lights attached to booth.</li> <li>• May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>• Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> <li>• Use of halogen lamps is restricted. Ask your CAM for details.</li> </ul>	<ul style="list-style-type: none"> <li>• All electrical distribution.</li> <li>• All under-carpet electrical distribution.</li> <li>• Any additional electrical requirement needs or changes to preorders.</li> <li>• Distribution and connection of all power in excess of 20A/120V.</li> <li>• Distribution and connection of all 208V and 480V power.</li> <li>• Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>
Non-Electric Hanging Signs	<ul style="list-style-type: none"> <li>• Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and disassembly of hanging signs.</li> <li>• Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>• Installing chain hoist and attaching signs (over 250 lbs.).</li> </ul>
Rigging/ Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> <li>• Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss.</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly and disassembly of electrical hanging signs, including rotating and header signs.</li> <li>• Lighting without dimmers.</li> <li>• Programmable theatrical lighting, production, related rigging and audio-visual.</li> <li>• Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall.</li> <li>• Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical.</li> <li>• Suspended truss with motorized hoist and non-dimmable and non-programmable lights.</li> <li>• Installing chain hoist.</li> <li>• Special effects equipment.</li> <li>• Laser lighting.</li> <li>• Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.</li> </ul>
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> <li>• Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by your full-time employee or by an approved EAC.</li> <li>• Truss which is not assembled by PES is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.</li> </ul>	<ul style="list-style-type: none"> <li>• Installation and dismantle of self-climbing and/or mechanized truss systems.</li> <li>• Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss.</li> <li>• Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.</li> </ul>



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### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

#### PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	PES RESPONSIBILITIES
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> <li>Full time employees of the exhibiting company are allowed to clean their own booth.</li> <li>Exhibitor Appointed Contractors (EAC's) are <u>not</u> permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All booth vacuuming and porter service.</li> <li>Maintenance of aisle carpet and common areas.</li> </ul>
Booth Installation and Dismantle	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire PES to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> <li>Use of Halogen Lamps is restricted. Ask your CAM for details.</li> </ul>	<ul style="list-style-type: none"> <li>To secure PES labor, please utilize the labor forms enclosed. Skilled PES Labor is available to act as your EAC.</li> </ul>
Lift Labor	<ul style="list-style-type: none"> <li>Plan the layout of your machinery before you come to the show.</li> <li>Millwrights should be ordered in advance for machine assembly and confirmed upon arrival.</li> <li>Exhibitor should provide any special tools needed to pick up, uncrate or assemble your machinery.</li> </ul>	<ul style="list-style-type: none"> <li>Uncrate, un-skid, position and re-skid heavy machinery.</li> <li>Crews need not be ordered to unload and reload inbound and outbound freight carriers.</li> <li>Rigging crews will remove and return machinery crates and skids as part of fulfilling rigging labor orders placed by exhibitors.</li> </ul>
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> <li>Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.</li> <li>Plug in small sound devices.</li> <li>Install exhibitor's own manufactured cameras by exhibitor's full time employees.</li> <li>Exhibitors may elect to staff certain positions:               <ul style="list-style-type: none"> <li>⇒ Technical Director</li> <li>⇒ Lighting Designer</li> <li>⇒ Video Engineer or Audio Engineer</li> <li>⇒ Slow Motion Machine Operator</li> <li>⇒ Advance Projectionist</li> <li>⇒ Audio Board Operator</li> <li>⇒ Video Board Operator</li> <li>⇒ Live Camera Operator</li> <li>⇒ Lighting Board Operator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PES will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:               <ul style="list-style-type: none"> <li>⇒ Crane Operator</li> <li>⇒ Audio Technician</li> <li>⇒ TV Sound Boom Operator</li> <li>⇒ Character Generator</li> <li>⇒ Advanced Audio Visual Technician</li> <li>⇒ Tape Operator</li> <li>⇒ Audio Visual Technician</li> <li>⇒ Video Wall Technician</li> <li>⇒ Video Utility Person</li> <li>⇒ Assistant TV Audio Tech</li> <li>⇒ Projectionist</li> <li>⇒ High Rigger</li> <li>⇒ Ground Rigger</li> <li>⇒ Lighting Tech</li> </ul> </li> </ul>



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## Union Jurisdictions

### Exhibitor Booth Set-Up / Dismantle Information

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact PACK EXPO Services.

- 1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor Employee" means 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) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:
  - i) Set-up and dismantle exhibits displayed on Authority premises;
  - ii) Assemble and disassemble materials, machinery, or other equipment on Authority premises; and
  - iii) Install all signs, graphics, props, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.
- 2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.
- 3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.
- 4) **Please note: An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, genie lifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

### Union Jurisdictions at McCormick Place

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (See McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place.):

McCormick Place is a union building, and jurisdictions are clearly established.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your PACK EXPO Services Floor Manager, They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

#### RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

#### TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

#### DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

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 and installation of non-electric signs, re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and Velcro signs.

#### MILLWRIGHTS

Responsible for installing, dismantling, repair and reassembly of machines.

#### HANGING SIGNS

Depending on the type of hanging sign, it will be assembled and installed by decorators or electricians. See the hanging sign form and/or McCormick Place forms for jurisdictions.

#### CLEANING/PORTER SERVICE

PACK EXPO Services is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

#### ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

**SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:**

Morning Breaks (approximately) :	9:30 am to 9:45 am
Lunch Schedule (approximately):	12:00 Noon to 12:30 pm
Afternoon Breaks (approximately):	2:30 pm to 2:45 pm



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# Union Jurisdictions

## LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

Teamsters			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Riggers			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Decorators			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Over Time until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		



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### Carpenters and Millwrights

Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 8:00 am to 4:30 pm	Over Time 6:00 am to 6:30 pm	Double Time for all time worked
	Over Time After 4:30 pm and 8 consecutive hours worked until 8:30 pm <b>*See below.</b>		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		

- If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.
- Example:** Carpenter worked 12:30 pm through 4:30 pm. Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.

### Carpenters (Break of Show)

Monday - Friday	Saturday
Straight Time for all hours worked until 8:30 pm	Over Time 6:00 am to 6:30 pm for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked.)	

### Electricians

Sunday	Monday - Friday	Saturday	Holidays
Double Time until Monday 6:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	6:00 am start shall be Over Time for the first 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours or 4:30 pm, whichever comes first	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		