



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



October 23-26, 2022  
McCormick Place  
Chicago, Illinois USA

## Exhibitor Rights

### 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/SMG. 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 exhibitor as a full-time employee for a minimum of six 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

For more information, visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

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

**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 7:00 am - 6:30 pm.**



5931 Campus Circle Drive West  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Email: pack.expo@packexposervices.com  
 www.packexpo.com



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

## Exhibitor Rights

### EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

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/SMG. An employee is defined as one who has been employed by the exhibiting company for six months or longer.

For more information, visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://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	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

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 AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.**

## 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, rekrating 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 (approx.): 9:30 am - 9:45 am  
Lunch Schedule (approx): 12:00 Noon - 12:30 pm  
Afternoon Breaks (approx.): 2:30 pm - 2:45 pm

## 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> <li><b>In no circumstance is any exhibitor authorized to use PES material handling equipment for any purpose.</b></li> </ul>	<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><b>Exhibitors are not allowed to bring air compressors on the show floor.</b></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>



5931 Campus Circle Drive West  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Email: pack.expo@packexposervices.com  
 www.packexpo.com



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

## Exhibitor Information

### EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

#### 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>



5931 Campus Circle Drive West  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Email: pack.expo@packexposervices.com  
 www.packexpo.com



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

## Exhibitor Information

### 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>



5931 Campus Circle Drive West  
Irving, Texas 75063  
Phone: (972) 751-9400  
Email: pack.expo@packexposervices.com  
www.packexpo.com



October 23-26, 2022  
McCormick Place  
Chicago, Illinois USA

## Union Jurisdictions

### LEGISLATIVE CHANGES AT MCCORMICK PLACE, CHICAGO, IL STRAIGHT TIME WINDOW - EFFECTIVE 11/30/2011

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		



5931 Campus Circle Drive West  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Email: pack.expo@packexposervices.com  
 www.packexpo.com



October 23-26, 2022  
 McCormick Place  
 Chicago, Illinois USA

## Union Jurisdictions

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		
<p>*If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.  <b>Example:</b> 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.</p>			

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		