

## 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.**

## **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	
Alicia 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 hanging 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



November 3-6, 2024  
Chicago, Illinois USA

**Union  
Hours**

McCormick Place

**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:

<b>TEAMSTERS</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
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		

<b>RIGGERS</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
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		

<b>DECORATORS</b>			
<b>Sunday</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Holidays</b>
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		



November 3-6, 2024  
Chicago, Illinois USA

# Union Hours

McCormick Place

## 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		