



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

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AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.** Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**

ANCHORING AND DRILLING

Anchoring and drilling are generally not permitted in McCormick Place flooring except in extraordinary circumstances and only when it is absolutely necessary (i.e, machines where extreme destabilizing vibrations are anticipated or machines that are very top heavy). Consequently, all requests must be pre-approved by the general service contractor and the McCormick Place Show Services department. Detailed drawings will need to be submitted in advance as part of the approval process.

AUDIO VISUAL

REACTION Audio Visual is the official audio/visual services provider of *Star Wars Celebration*. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms. **REACTION Audio Visual** will maintain a full staff on-site at the **Exhibitor Service Center**.

BALLOONS AND RADIO-OPERATED DEVICES

Radio-operated blimps and similar devices are permitted on the show floor with approval from Show Management. Written approval must be submitted to the Event Manager along with a certificate of general liability insurance. To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If balloons do escape to the ceiling, a removal fee will be charged. 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. See Also: **Decorations**

BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the Show and during Show hours. Cleaners vacuum, shampoo and sweep all aisle carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes.

If you need cleaning services in your Booth please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.

Show Management does not provide cleaning or vacuuming for booth carpet at any time.



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BOOTH EQUIPMENT

Each inline booth space will be set with 8' high BLACK back drape and 3' high BLACK side dividers. Booths 300 sq. ft. or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor of *Star Wars Celebration*, FREEMAN. Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.

BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated. Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact FREEMAN at the Exhibitor Service Center **10:00 AM – 5:00 PM, Monday, April 15, 2019**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

CATERING SERVICES

Savor has exclusive rights to all catering in the facility. For menus and services, please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.

COMPUTER RENTAL

REACTION Audio Visual is the official computer supplier of *Star Wars Celebration*. Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms. REACTION Audio Visual will maintain a full staff on-site at the Exhibitor Service Center.

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-BC ABC-type fire extinguisher is required in such exhibits.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also



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include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept. 1 Lincoln Plaza New York, NY 10023 Tel: 212-621-6000	BMI (Broadcast Music, Inc.) 10 Music Square East Nashville, TN 37203-4399 Tel: 800-925-8451, 615-401-2000
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Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, ***provided you have used material handling services for the delivery of your booth.*** Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUBIC CONTENT

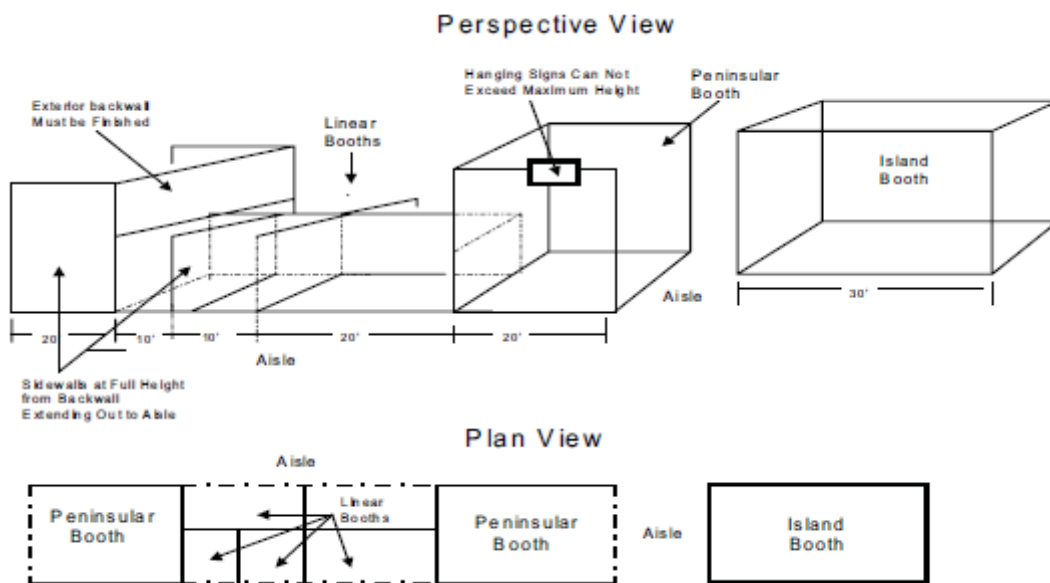
Star Wars Celebration follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. ***However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.***



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The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET



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Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

****If you have a question about the type of your booth, please contact Reed Exhibitions Operations****

CUSTOMS BROKER / INTERNATIONAL SHIPPING

PIBL, Inc. is the official provider of international shipping, customs brokerage, freight forwarding and related services for **Star Wars Celebration**. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines.

The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

PIBL, Inc. will maintain a full staff on-site at the Exhibitor Service Center.

Please refer to the **Vendor Forms & Guidelines** section of the online manual for order information and be sure to indicate your booth number on all forms.

DECORATIONS

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Licensee. Glitter is prohibited in McCormick Place. Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility.

DELIVERY OF FREIGHT

McCormick Center does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Center after the official move-in date must be to the attention of the event general decorating contractor. All equipment brought into the Center must be delivered and removed through the loading dock areas. The Center will not accept shipment of freight



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and/or material to the show manager. All equipment brought into the Center must be brought into the building via the access doors assigned to your event space.

Under no circumstances will C.O.D deliveries be accepted by the Center

DEMONSTRATION AREAS

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

DEMONSTRATION EQUIPMENT

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

DISPLAY CASE RENTAL

FREEMAN is the official display case provider for *Star Wars Celebration*, offering a variety of display options. **Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

ELECTRICITY IN THE HALL

Standard Operating Procedure provides the following: (should you have any special requests beyond below, please contact **FREEMAN** prior to the event)

- **Move-In** – The Show Floor will be lit with half the amount of lighting that will be on during Show hours – “Half Lighting”
- **Show Days** – Full lighting and floor power one (1) hour prior to opening. Half-lights at Show close and floor power off thirty (30) minutes after Show closes
- **Breakdown** – Electrical rip-out will commence at Show closing and run for a minimum of seven (7) hours
- All exhibit power shall be shut off no later than one (1) hour after event closing and will not be turned on until 8:00 AM the following morning
- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor



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ELECTRICITY & LIGHTING

FREEMAN Electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. Electricians also operate certain sound, light and video systems.

For details of work rules that an exhibitor can perform, please click on the [Exhibitor Bill of Rights](#) for McCormick Place. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.**

ELEVATORS AND ESCALATORS

All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages and other similar devices. Normally, escalators are not operated on move-in and move-out periods. Passenger elevators are not to be used for transporting heavy freight and equipment.

EXHIBIT BUILDING

Decorators perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-kidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work.

Decorators are hired from by general decorating contractors and exhibitor appointed contractors. Decorators work under decorators' direction and supervision and their shifts are organized and determined by the contractor. For details of work rules that an exhibitor can perform, please click on the [Exhibitor Bill of Rights](#) for McCormick Place.

EXHIBIT HALL CARPET

Aisles in the general show area will be carpeted TUXEDO.

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

Exhibit Appointed Contractors (EACs) are hired by exhibitors to build and dismantle exhibits. EACs supply their own onsite management and hire exhibit building labor. In order to hire labor directly from the Center, EACs must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

McCormick Place registers all EAC company's working in the facility. This registration process is subject to an annual fee and provides the following services:



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- Verifies insurance to protect both our customers and the facility.
- Supports the McCormick Place badge program that helps to secure the facility.
- Supports the facility protection program that is in place.
- Addresses professional conduct that is expected of all contractor personnel that work in the facility.

EAC companies that are not registered will not be allowed to work on the property. The following information must be sent to your Event Manager 30 days prior to the show so we can insure that all companies comply with established procedures:

A list of EAC company names, contacts, addresses, phone numbers and email addresses
The booth numbers that they will be working in OR exhibitors they are working for.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

For more information, please refer to the EXHIBIT APPOINTED CONTRACTORS section of the online manual.

EXHIBITOR BILL OF RIGHTS

<http://www.mccormickplace.com/exhibitors/pdf/Bill-of-Rights.pdf>

EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

<http://www.mccormickplace.com/exhibitors/pdf/Exhibitor-Rights-Review.pdf>

EXHIBITOR PERSONAL CONSUMPTION POLICY

McCormick Place allows exhibitors to bring food and beverage items into the facility for personal consumption either individually or collectively as described below:

- An exhibitor may bring an individual serving of food and beverage with them onto the premises. This will allow for an individual to consume food from an outside vendor on McCormick Place property. An example might be as follows:
- An individual leaves the facility and returns with a sandwich, a slice of pizza, or carryout, and consumes it on McCormick Place property.
- An exhibitor may bring the equivalent of an individual serving for each of their employees onto the premises to serve to those employees. This will allow an organization to feed members of their staff without forcing each individual to bring their own food. Examples might include the following:
- An exhibitor orders pizzas and beverages and feeds their staff.



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- An exhibitor ships a cooler and several cases of soda with their display to provide beverages to their personnel.
- An exhibitor sends a runner out and has them pick-up a certain number of lunches to provide to their staff.
- Any exhibitor or exhibitor employee who chooses to bring food onto the premises must adhere to the following additional requirements.
- Any exhibitor who brings food and beverage onto the premises will be responsible for the clean-up of any resulting garbage or left-over food.
- This policy is limited to exhibitors and their employees. Exhibitors are not allowed to bring food into the facility to serve to attendees beyond that which is currently permissible in the facility sampling policy.
- Exhibitors, Contractor, or Show Management are not allowed to authorize any outside caterer or restaurateur to set up cooking, assembly, or serving areas on McCormick Place property.
- Food and beverage companies are not allowed to sell or solicit sales on McCormick Place property.
- Deliveries by outside food and beverage companies are not allowed inside the facility, on the exhibit floor, or at back of house areas.
- Exhibitors and their employees are not allowed to bring alcoholic beverages onto the premises at any time for personal or attendee consumption.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times during Move-In, Show days and Move-Out. Access to the Show floor begins at **8:00 AM** during Show days. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters located in the **North Hall Lobby**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.



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For more information, please refer to the EXHIBIT APPOINTED CONTRACTORS section of the online manual.

EXHIBITOR SAVINGS

Over the past years, officials of the Chicago-area labor community, Service Contractors who work at McCormick Place and the Metropolitan Pier and Exposition Authority (MPEA) have announced several labor initiatives that change work rules for Exhibitors. The Unions have agreed to more flexible straight time hours and crew size requirements, much to the benefit of Exhibitors. These changes are expected to significantly lower your costs and provide greater flexibility when exhibiting at McCormick Place.

To review all the exciting changes at McCormick Place please refer to the following <http://www.mccormickplace.com/exhibitors/1st-time-exhibitor.php>.

Some highlights are:

Standardized Straight Time, Overtime and Double Time Windows:

Beginning on August 1, 2010, McCormick Place will observe and require all contractors working within McCormick Place to bill in accordance with the new overtime windows defined in the legislation. This will offer more flexibility on start times as well as a much higher likelihood of completing a larger percentage of work on straight time.

These changes apply to all work provided to Exhibitors and by the following unions working in the convention facilities at McCormick Place: Electricians, Plumbers, Carpenters, Decorators, Riggers and Teamsters.

On Monday through Friday the window is from 6:00 AM to 10:00 PM and work is straight time for first 8 consecutive hours and overtime begins after 8 hours. On Monday through Friday overtime applies from 10:01 PM to 11:59 PM and then double time starts at 12:00 AM to 5:59 AM. To confirm all rates and times, refer to the individual order forms for each service. On Saturday work is overtime for the first 8 consecutive hours and double time starts after 8 hours. All work on Sunday and Holidays is done on double time.

Expanded Exhibitor Rights:

Prior to the recent legislation, Exhibitors on MPEA premises were entitled to exercise certain labor-related rights during the run of a Show and were granted certain privileges as a condition of Exhibiting on MPEA property. The legislation expands these rights and privileges and contractors are expected to honor them as a condition of operating on MPEA premises.

Accordingly, effective August 1, 2010, both Show Managers and Exhibitors will enjoy the following rights and privileges and contractors are required to acknowledge and abide by these new policies.



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EXHIBITOR SERVICE CENTER

FREEMAN is the Official General Contractor of the *Star Wars Celebration* and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

- **Tuesday, April 9, 2019** 8:00 AM – 4:30 PM
- **Wednesday, April 10, 2019** 8:00 AM – 4:30 PM
- **Thursday, April 11, 2019** 8:00 AM – 4:30 PM
- **Friday, April 12, 2019** 8:00 AM – 7:00 PM
- **Saturday, April 13, 2019** 8:00 AM – 7:00 PM
- **Sunday, April 14, 2019** 8:00 AM – 9:00 PM
- **Monday, April 15, 2019** 8:00 AM – 11:00 PM
- **Tuesday, April 16, 2019** 8:00 AM – 12:00 PM

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz / Senior Operations Manager / ReedPop / raskintowicz@reedexpo.com

EXHIBITS OF PRODUCT DISPLAYS IN MEETING ROOMS

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited. Also, see Booth Staging requirements as they also apply in these areas.

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **8:00 AM on Thursday, April 11, 2019** any part of a booth with unfinished side or back-walls will be draped by Show Management at the expense of the exhibitor.



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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.

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 need to be treated as well.

FIRST TIME EXHIBITORS

The show has been selected, you're going to a world class facility in a world class location, the booth space is confirmed, the marketing plan is in place... Now "How do I make sure that the exhibit will be the best that we've ever done?????" The information contained in this web site has been developed to make your exhibiting experience at McCormick Place smooth, easy and cost efficient!

Exhibiting in Chicago

- [Tell me about the trade unions that work in Chicago.](#)
- [Tell me about Labor Hour Categories.](#)
- [Where do I get information about the show?](#)
- [Where can I find suppliers for the equipment and services that I will need for the show?](#)
- [How do I reserve a meeting room to use for a reception or private demonstration?](#)
- [What do I do when I arrive for move-in?](#)

Working With McCormick Place Technology Services Department

- [What is the McCormick Place Technology Services Department?](#)



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- [What utility services are supplied by McCormick Place?](#)
- [Who is the McCormick Place Technology Services Department Delivery Team?](#)
- [What is a Conventional Order?](#)
- [How do I place an order?](#)
- [How do I pay for services and labor?](#)
- [How do I cancel my order?](#)
- [If I have ordered my utility labor in advance, do I need to do any follow up when I arrive for move-in?](#)
- [Tell me about telephone/communication services.](#)
- [Tell me about internet services.](#)
- [Do you offer complimentary WIFI?](#)
- [Tell me about the cable TV access service.](#)
- [Contact List](#)
- [Are there resources to help me plan my booth?](#)

[Are there any other important tips I should be aware of?](#)

FOG/SMOKE MACHINES

The level of fog/smoke used as part of an event may set off the fire alarm system. To eliminate this fire safety issue, McCormick Place restricts usage of fog/smoke machines to water based chemicals. The Fire Safety Department must obtain advance approval. A copy of the MSDS covering the machine along with an outline of where it will be used and a schedule including rehearsal and show times must be given to your Event Manager for review.

FOOD AND BEVERAGE SERVICE

The McCormick Place Catering Department, operated by **SMG/SAVOR...Chicago** has exclusive food and beverage distribution, production and service rights within the McCormick Place complex. Food, beverage (alcoholic and non-alcoholic), food dispensing equipment must be supplied by McCormick Place on-site Catering Department. Fresh and creative menus, quality food presentation, and a courteous and responsive staff all help to make your food and beverage events at McCormick Place memorable. Remember that planning special event functions at McCormick Place will not only add to the overall event experience, but also boost attendance.

In addition to hosted functions, **SAVOR...Chicago** provides restaurant options in both permanent and temporary locations as needed by event activity in the facility.

SAVOR...Chicago also provides a large selection of food options to enhance your exhibitors' experience on the show floor—from booth personnel lunches to hospitality items that will attract attendees to the booth.



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Food and beverage items used for events, to generate traffic to booths or to service planner or exhibit personnel must be catered by **SAVOR...Chicago**. Distribution of outside food or beverage by sponsoring organizations and/or exhibitors must obtain written authorization.

A separate contract covering hosted food and beverage services will be issued along with a schedule for deposits and payments. This contract is separate from the one that you have with McCormick Place.

Sampling Policies

The following policies apply to both event organizers and their exhibitors.

The selling of food and /or beverage products by any other entity other than SAVOR...Chicago is strictly prohibited. Sponsoring organizations of expositions and trade shows and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization and adherence to all of the conditions outlined below.

Non-Food Industry Events

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show.
- Vendors MUST submit proof of having \$1,000,000 liability insurance naming SMG/ SAVOR, LLC and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to Local and State Health Codes:
 - Food items are limited to bite size (2 X 2 inches or 2 ounces)
 - Non-Alcoholic Beverages limited to maximum of 4-ounce sample size.
 - Distribution of alcoholic products must be monitored and overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.
- Sample Portions must be under the following limits:
 - Beer – 7 oz.
 - Wine/wine coolers/spirit coolers – 2 oz.
 - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through SAVOR...Chicago, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the



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following policies are strictly adhered to:

- A per day charge, per distribution location will be paid to SMG/SAVOR in full prior to show/event. This fee is non-negotiable and non-refundable.
- Donations or sponsorships involving food and/or beverage products are subject to a user fee for food products and corkage fee for beverage products. This charge is determined based on the individual show/event.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.
- Other food and/or beverage items used as traffic promoters (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), service for exhibition staff or events MUST be purchased from SAVOR...Chicago.

Food Industry Events

- Items dispensed are limited to product manufactured, processed or distributed by exhibiting company.
- Vendors must submit proof of having \$1,000,000 liability insurance naming SMG/ SAVOR, LLC and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Alcohol cannot be served prior to 11:00am on Sundays, per City of Chicago ordinance.
- All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- All items are limited to sample size and must be dispensed/distributed in accordance to local and state health codes:
 - Food items are limited to bite-size pieces or a maximum of 6-ounce portions.
 - Non-Alcoholic Beverages limited to a maximum of 8-ounce sample size, served in plastic cups, cans or bottles.
 - Distribution of alcoholic products must be monitored and overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.
 - Sample Portions must be under the following limits:
 - Beer – 7 oz.
 - Wine/wine coolers/spirit coolers – 2 oz.
 - Liquor/liqueurs - 0.5 oz.
- Alcoholic beverages not purchased through SAVOR...Chicago, that are manufactured, processed or distributed by the company and are related to the purpose of the show may be sampled if the following policies are strictly adhered to:
 - Samples are distributed from the exhibit booth.
- Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services



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Corkage/Usage, Service, Tax Fees

If the conditions outlined under Sampling are not met, the following policies will apply:

- Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet/booth events will incur a corkage/user fee equal to 50% of the SAVOR...Chicago retail pricing and is subject to all applicable taxes and service charges.
- Request for food products brought on the premises for consumption at hosted banquet/booth event will incur a user fee equal to 50% of the SAVOR...Chicago retail pricing and is subject to all applicable taxes and service charges
- Corkage and user fees are subject to a service charge and applicable sales tax.

Unused Food or Beverage Product

Unused food or beverage product that requires pick-up or shipment after the event/show is the responsibility of the company that is sampling the product and must be arranged in advance. No refunds of corkage/user fees will be given for food or beverage product if not consumed during the event/show.

Related Services

Food and beverage related services including storage, delivery, kitchen use or any other service required for food and/or beverage products brought from the outside are not the responsibility of and will *NOT* be provided by SAVOR...Chicago. If these services are required, additional fees will apply:

- Per day/pallet charge for refrigeration, freezer and dry storage
- One-time handling fee for 1-4 skids and an additional handling fee for 5 or more skids
- Delivery charge each time product is delivered (on a 2-foot x 4-foot cart) to the booth/room
- Per hour charge for kitchen space, which is reserved on a first come, first serve basis
- Food preparation by our culinary team

Equipment rental, subject to availability

FLORAL/PLANT RENTAL

Spring Valley Floral is the official florist of *Star Wars Celebration*. Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms. Spring Valley Floral will maintain a full staff on-site at the Exhibitor Service Center.

GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Contractors supply their own on site management and supervisors and hire freight moving and exhibit building labor from the McCormick Place.



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GOOD TASTE AND RIGHTS OF OTHERS

Good Taste and the Rights of Others - Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON NEIGHBOR'S SIDE

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the backwall, including any form of lighting system, signage, or header shall be:

Linear Booth - Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A LINEAR BOOTH = 12 FEET

Peninsula Booth - Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

MAXIMUM HEIGHT LIMIT WITHIN A PENINSULA BOOTH = 20 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet Show Managements requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.



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MAXIMUM HEIGHT LIMIT WITHIN AN ISLAND BOOTH = 25 FEET

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

****If you have a question about the type of your booth, please contact Reed Exhibitions Operations****

HAZARDOUS DEMONSTRATIONS/DISPLAY MATERIALS/PYROTECHNICS

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department (CFD): Lasers, open flames (including candles)

- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the McCormick Place 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
- 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 OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). The Fire Safety Office will need copies of the MSDS before the materials arrive.



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HAZARDOUS MATERIALS MANAGEMENT

Neither McCormick Place Housekeeping Department nor your general service contractor manages hazardous material removal. It is your responsibility to find a vendor to handle these hazardous materials.

HELIUM BALLOON DISPLAYS

Helium-filled balloons and/or helium tanks are not permitted in any area of the Center unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. Helium balloon displays must be approved by the Show Management and McCormick Place.

IN-BOOTH WORK

The legislation contains an expansive definition of the type of work that Show Managers and Exhibitors may now perform within their Booths. The legislation also charges the authority with the responsibility for ensuring that the exercise of these rights by Show Managers and Exhibitors is consistent with training and safety requirements. While this safety analysis is an ongoing component of the implementation process, the authority is prepared to announce the following changes in the type of work that may be performed by Show Managers and Exhibitors: The "booth of 300 square feet or less" limitation no longer applies. Show Managers and Exhibitors may now perform work in a booth of any size.

Show Managers and Exhibitors may now perform work within their booths using their own ladders or hand tools, cordless tools, power tools and other tools designated by the authority. In addition to the work currently performed, Show Managers and Exhibitors may also begin performing the following work within their booths:

Setting-up and dismantling Exhibits; Assembling and disassembling materials, machinery or equipment; Installing all signs, graphics, props, balloons, other decorative items and Show Manager or Exhibitor drapery, including the skirting of Show Manager or Exhibitor tables; Delivering, setting-up, plugging in, interconnecting and operating Show Manager or Exhibitor electrical equipment, computers, audio-visual devices and other equipment; and Skidding, positioning and re-skidding all Show Manager or Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies. The use of pallet jacks is not allowed at McCormick Place.

INSPECTION DEADLINE

Inspection Deadline - Any booth not occupied by **3:00 PM on Wednesday, April 10, 2019** will be presumed abandoned.

- If there is freight in the booth and Show Management believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned



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- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **5:00 PM on Wednesday, April 10, 2019**
- No shipment will be accepted at any time past **5:00 PM on Wednesday, April 10, 2019**, or beyond
- Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Monday afternoon, **April 15, 2019**. Only then can you be reasonably assured of a start time.

LABOR REGULATIONS

Chicago has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly.

LABOR UNIONS

The following information is a general overview of the labor unions that work at McCormick Place. The general service contractor and audio visual provider will provide more information regarding the trades that they employ.

McCormick Place Exhibitor and Technical Services will provide the following labor:

- **Communication Service Technicians:** Responsible for the installation, repair and dismantle of all voice and data service including fiber optics and Internet and Cable TV installations, as well as performing all in-booth voice and data wiring of exhibitor- owned telecommunications equipment.
- **Audio Technicians:** These electricians are responsible for the audio in the meeting rooms when using the McCormick Place house sound system.

Your general service contractor will arrange for most of the personnel needed to perform services that are covered by union jurisdictions in the exhibit hall.

- **Carpenters:** They are responsible for uncrating exhibits and display materials, installing and dismantling exhibits including cabinets and machinery, installing and dismantling scaffolding and ganging chairs.
- **Decorators:** They are responsible for hanging signs and installing all drapes, cloth and/or tucked fabric panels.
- **Riggers:** They move machinery and also unload trucks. They are responsible for un-crating, un-skidding, positioning and re-skidding all machinery.
- **Teamsters:** They unload and move freight from the loading dock to the exhibit booth. Teamsters drive fork lifts.



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McCormick Place no longer provides electrical or plumbing service through our in-house division, Exhibitor and Technical Services. Show Management now has the ability to choose their electrical service contractor from an approved McCormick Place Utility Provider list. This list is available from your Event Manager.

- **Electricians:** Responsible for assembly, installation and dismantle of any equipment that uses electricity as a source of power and draws power from the building electrical system. In addition, they are responsible for electrical wiring, hookups and interconnections, electrical signs, video and audio cabling.
- **Plumbers:** Responsible for all plumbing, including the installation and tear out of tanks, compressed air, water, drain, natural gas, bottled pressurized gases, water filling and draining of tanks, installation of all venting to the atmosphere, anchoring and welding.

Your audio visual provider employs the following:

- **Projectionists:** They are responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to, motion picture, video, laser, slide and film used for the projection of an image on a screen or surface. The Projectionists (IATSE Local 110) will install projection equipment and build screens with dimensions smaller than 10½' x 14'. Anything larger will be assembled by the Stagehands (IATSE Local 2).
- **Stagehands:** They are responsible for work in production areas (live or programmed presentations such as General Sessions, Meetings, Entertainment, or other performances or demonstrations using powered lighting, sound, and/or AV equipment).

Event Appointed Contractor (EAC)

McCormick Place registers all EAC company's working in the facility. This registration process is subject to an annual fee and provides the following services:

- Verifies insurance to protect both our customers and the facility.
- Supports the McCormick Place badge program that helps to secure the facility.
- Supports the facility protection program that is in place.
- Addresses professional conduct that is expected of all contractor personnel that work in the facility.

EAC companies that are not registered will not be allowed to work on the property. The following information must be sent to your Event Manager 30 days prior to the show so we can insure that all companies comply with established procedures:

A list of EAC company names, contacts, addresses, phone numbers and email addresses
The booth numbers that they will be working in OR exhibitors they are working for



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McCormick Place does not require additional service fees from Show Management when using independent or event-appointed contractors. If your organization has any policy restrictions on EAC use, please inform your Event Manager.

LIABILITY AND INSURANCE

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an Exhibitor or his/her employees or agents, nor to the safety of any Exhibit or other property against theft, fire, accident or any other destructive causes. Please review the Application & License Agreement for Exhibition Participation for details.

Please go to the [Buttine website](#) to find the necessary information links and additional information.

LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

MAINTAINING ACCESS & EGRESS

The following may not be blocked or access impeded:

- Fire fighting and emergency equipment , including fire alarm boxes, fire extinguisher cabinets, stand pipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from **McCormick Place** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the **FREEMAN** Service Desk.



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MATERIAL HANDLING (DRAYAGE) SERVICES

FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to McCormick Place. Material Handling includes return of your empty cartons and crates at the close of the Show. **Please refer to the Vendor Forms & Guidelines section of the online manual for more details.** **FREEMAN** will maintain a full staff on-site at the **Exhibitor Service Center**.

MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must **email** the following information to **Rich Askintowicz, Senior Operations Manager** at raskintowicz@reedexpo.com.

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Thursday, April 11, 2019**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance

Access to the Show Floor during non-show hours will be denied unless Show Management receives this written request in advance. Show Management reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

- **Please Note:** All attendees and booth personnel must have a badge to enter the exhibit hall.

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 CFD 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.



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Booths fall into one of the five following booth formats:

- Format 1: Exhibits with two stories fewer than 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 1–4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance

Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

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



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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 Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the CFD 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 fire guards 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.



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NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

OFFICIAL CONTRACTORS

Please refer to the Vendor Forms & Guidelines section of the online manual for a detailed list of companies, the services provided and order forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of Official Contractors based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an Official Contractor so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

OPEN FLAME DEVICES

Used for illumination or decorations, 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 and Show Management.
- 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 24 inch clearance for 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-BC strategically located within 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 is allowed in the booth.
- Device must be allowed to cool before refueling.



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- Flame must be extinguished ½ hour prior to show closing.

OUTBOUND SHIPPING

FREEMAN Transportation is the Official Carrier of *Star Wars Celebration*. Please refer to the Vendor Forms & Guidelines section of the online manual for further information and assistance regarding **Air Freight, Padded Van Lines, and Common Carrier**. **FREEMAN Transportation** will maintain a full staff on-site at the **Exhibitor Service Center**.

PAINTING/BUILDING ALTERATIONS

Painting any structural part of McCormick Place (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor, or installing anchor bolts in the walls is prohibited.

PHOTOGRAPHY

Oscar Einzig Photographers is the official photographer of *Star Wars Celebration*. For the most part, you're welcome to take still pictures and video at *Star Wars Celebration*; however, please note that all photography and recording is prohibited during screenings and concerts. Also, please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy, and if they ask not to have their picture taken, please respect their wishes.

Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.

PLUMBING WORK

FREEMAN Plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks. Please refer to the Vendor Forms & Guidelines section of the online manual for order information and be sure to indicate your booth number on all forms.

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

RIGGING WORK

Rigging is performed by **FREEMAN**. The nature of the work involved will determine which employees perform rigging work.



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SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show management will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels. **Star Wars Celebration** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints

TAXES

If you do not plan to make direct sales at the **Star Wars Celebration**, you need not read any further.

You must register with the Illinois Department of Revenue if you conduct business in Illinois, or with Illinois customers. This includes sole proprietors (individual or husband/wife/civil union), exempt organizations, or government agencies withholding for Illinois employees.

To register your business you must visit <https://www2.illinois.gov/rev/businesses/Pages/register.aspx>

- electronically register through [MyTax Illinois](#) (approximately one to two days to process);
- complete and mail Form REG-1, Illinois Business Registration Application, to us at the address on the form (Form REG-1 is available on our web site as a fill-in and savable form. Registration forms are also available by calling us at 1 800 356-6302.); or visit one of our offices.

In addition, you may have to complete corresponding schedules, such as

- Schedule REG-1-A, Liquor Information,
- Schedule REG-1-C, Cigarette and Tobacco Products Information,
- Schedule REG-1-D, Electricity Tax Self-Assessing Purchaser,
- Schedule REG-1-G, Gas Use Tax Self-Assessing Purchaser,
- Schedule REG-1-L, Illinois Business Site Location Information,
- Schedule REG-1-MR, Illinois Cigarette Manufacturer's Representative,
- Schedule REG-1-O, Owner and Officer Information,
- Schedule REG-1-R, Responsible Party Information, and
- Schedule REG-1-T, Telecommunications Tax Location Information.

Please allow 6 to 8 weeks for processing if you complete and mail Form REG-1 to us.

If applicable, you will receive your certificate of registration and taxpayer ID (i.e., your "tax" number) in the mail.

Register with us, using one of the above methods, before you make any purchases, sales, or when you hire an employee. You must display your Certificate of Registration in a prominent location in the place of business to which it applies.



EXHIBITOR INFORMATION/DISPLAY REGULATIONS

For assistance, please call (800) 334-8719 or email starwarsinquiry@reedexpo.com

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If your business is already registered and your information changes (e.g., address change, ownership change, additional tax responsibilities, new location), update your registration information

- electronically through [MyTax Illinois](#),
- by calling us at 217-785-3707, or at one of our offices.

If you do not,

- your returns and payments may not be processed correctly;
- we may send you a tax bill or notice; and
- you may not receive the forms or needed information about tax law changes.

Contact us, at 217-785-3707, if you do not receive forms to file for your tax responsibilities.

If you prefer, you may also contact our Central Registration Division by mail.

CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

Additionally, find answers to your frequently asked tax questions and more with our Taxpayer Answer Center. If you are unable to find your answer after searching the Taxpayer Answer Center, you may contact us via email by using the "Questions, Comments, or Requests" link at the bottom of every Question & Answer page.

TELEPHONE

All telecommunication services including internet lines will be handled through McCormick Place. **Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.**

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the Convention Center.



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VEHICLE DISPLAYS

Motor Vehicles for display are permitted subject to the following criteria:

- 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
- Tanks cannot be refueled or emptied inside the Center. Refueling must be done off property
- Battery cables must be disconnected once the vehicle is positioned
- The engine cannot be operated during show hours
- During non-Show hours, vehicles must be locked
- A properly tagged set of keys to each vehicle must be left with McCormick Place Public Safety Division prior to display
- No repairs or alterations may be made on vehicles
- Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors
- Vehicles displayed in house carpeted halls must have floor covering installed beneath the motor
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee

Other Regulations Regarding Motor Vehicles

- Motor vehicles must be turned off when parked inside
- Operating equipment or machinery must not be left unattended
- Motor vehicles may be operated on carpeted areas of the Center when approval is given by Center Staff. Protective material must be placed in the carpeted areas for protection of floor surface.
- All forklifts or other heavy loading devices operated within the Center must be operated by certified personnel
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by McCormick Place management. In those instances, the forklift must have pneumatic tires
- Parking on the loading docks or inside the Center (except for loading and unloading) is prohibited; violators will be towed at owner's expense
- Utility carts may be operated in the Center exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses or lobby during Show hours.