



## EMERGENCY PROCEDURES/SECURITY/WEAPONS POLICY

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

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### EMERGENCY PROCEDURES

<http://www.mccormickplace.com/attendees/emergency-procedures.php>

**Security and Safety** - McCormick Place Security personnel patrol and monitor facility public areas, parking lots and perimeters. Security staff is available 24 hours a day, 365 days a year. Personnel respond to all incidents outside of the exhibit hall and, when requested, will assist persons with disabilities. In general, McCormick Place Security focuses on the following:

- Patrol of facility grounds and parking lots
- Closed-circuit television surveillance of selected public and exterior areas
- Limited surveillance of show floor, loading docks and shipping activities
- Photo identification badges for McCormick Place personnel
- Meeting room security using alarms and locking systems
- A safe environment for event attendees and exhibitors

The event organizer is responsible for the safety and security of attendees and exhibitors in licensed space, i.e., exhibit halls and meeting rooms. To fulfill this responsibility, an independent security company is hired by the organizer to focus on the following:

- Control access into licensed exhibit halls and meeting rooms
- Security for booths
- Security for show materials being moved in or moved out of McCormick Place
- Compliance with the regulations and policies of McCormick Place, City of Chicago, State of Illinois and the federal government



**Weapons are not allowed on McCormick Place Property**

**Incident Reporting** - If Fire, Medical or Police assistance is needed:

- DIAL Extension 6060 from a house or exhibit booth telephone.
- DIAL 312-791-6060 from an outside phone line. (including the Hyatt Regency McCormick Place Hotel)



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Please refrain from calling 911. If you do call 911, also call Security at numbers above. Stay on the line, calls are recorded. An officer will answer immediately. Be prepared to the location of the emergency by building, level and either hall, meeting room or corridor.

**Emergency Response** - The entire McCormick Place Complex has been built using the highest standards of safety and fire-resistant construction. The complex is equipped with sophisticated fire detection and protection systems as well as computerized alarms. The Hyatt Hotel and the Conference Center are both equipped with comparable emergency systems. When an alarm is activated, the system will automatically transmit a signal to Chicago's 9-1-1 Center, the City's emergency communications center. This will initiate an immediate response from the Chicago Fire Department.

At McCormick Place the safety of our visitors has always been of paramount importance. The following information outlines steps we have taken to increase the safety of all visitors and employees at McCormick Place:

#### Communications

- Regular communications occur with the Chicago Fire Department, the Chicago Police Department and the FBI. McCormick Place has provided the Chicago 911 Center with a CD-ROM of the facility to allow for immediate viewing of the emergency exits for each building.
- Meetings with the IC Railroad and Metra occur periodically to discuss schedules and emergency response plans because of the trains that run underneath the facility.
- McCormick Place is a member of Building Owners and Managers Association (BOMA) and the Greater Chicago Hotel Loss Prevention Association. Security meetings with downtown hotels to exchange information, as well as regular faxes result in excellent communication.

#### Planning

- McCormick Place revised and reissued an Emergency Evacuation Plan for the facility (which follows this Manual section).
- McCormick Place conducts training for security and fire safety officers throughout the year. Many personnel are Emergency Medical Technicians (EMTs) and have received training in responding to hazardous materials situations and bio-chemical problems.
- The Security and Safety Department conducts annual disaster drills involving hundreds of participating volunteers. The Chicago Fire Department and our Medical Advisor critique the drill performance and outline any improvements, which are reviewed at the next drill.



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#### Enhanced Security

- An additional shift of security officers has been established including increased mobile patrols.
- Increases to our fire safety officer crew have made it possible for additional safety inspections and patrols.
- Additional traffic aides have been assigned to monitor all traffic in roadways, tunnels, etc.
- Vehicles are no longer allowed to park on roadways, tunnels, etc. Illegally parked vehicles are towed immediately.
- Ramps leading to docks are secured. Security officers and traffic aides are posted at all ramps to insure that each vehicle has been processed through truck marshalling and has been given approval to enter the ramps. General Contractors, trades and EAC officials cooperate with this procedure.
- McCormick Place has identified 20 locations (including ramps) where swing gates have been permanently installed to increase control of ramps and other roadways during off-hours.
- Security Department Management meet with local show security agencies on a quarterly basis.

**Evacuation Plan** - In certain circumstances, as with any facility, an emergency requiring evacuation may occur. McCormick Place has a highly trained Security and Safety staff, which includes many active or former members of the Chicago Police and Fire Departments. Should an emergency occur, we would consult with the organizer of each event to determine appropriate actions.

If the emergency is minor, such as a small fire, the Security and Safety staff may insist that visitors in the immediate area move to a safer location within the same building. If the emergency is greater, we will advise guests in the facilities using the public announcement system or by other means, and most likely have guests move to another hall or building, until the emergency is resolved.

A detailed evacuation reference sheet can be provided by your Event Manager or download our [Evacuation Guide](#).

**Emergency Training** - We conduct an annual mass-casualty disaster drill, and semi-annual evacuation/fire drills. All of our Security and Safety personnel have taken special training in disaster response, as well as CPR and the use of AEDs. In addition, all are licensed as City of Chicago fireguards. Since all of our Fire Safety Officers, and several of our Security personnel are EMTs, we offer monthly continuing education classes to keep their skills and knowledge current. Our staff Medical Advisor who oversees our EMS Program, works closely with the Center for Disease Control and the Illinois Department of Public Health, as well as our local hospitals.



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IF YOU SEE SOMETHING, SAY SOMETHING!

Report Suspicious Activity. Call Security at 312-791-6060

### SECURITY – McCORMICK PLACE

McCormick Place maintains twenty-four (24) hour security for the perimeter areas and internal patrols. The show manager is responsible for the complete security within the exhibit areas, meeting rooms, and other areas; including crowd control in public areas. Show management must assure that a security supervisor is on site at all times to receive information or complaints in reference to the conduct of contract security employees. We reserve the right to ask security personnel to leave if the situation warrants such action. Contracted security may not carry firearms or weapons of any kind without prior written permission from Javits management.

**Armageddon Security Agency** is the Official Security Contractor of *Star Wars Celebration* located on the 4<sup>th</sup> floor terrace. Show Management will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "EMPTY STORAGE", or behind booth



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- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time

**Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.**

**Star Wars Celebration closes on Monday, April 15, 2019 at 5:00 PM.** Other than aisle carpet personnel, labor will not be admitted to the Show floor until **6:00 PM**. ***Secure all valuables immediately!*** Pack and label product and remove them, or put them in the Security Command Post for outbound freight, or hire Security until you can secure them properly.

It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **5:00 PM**.

Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.

Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error! At the close of the show, please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.

### **Don't Leave Your Booth Unattended Until Your Merchandise Is Secure**

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!



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### SECURITY AT STAR WARS CELEBRATION

The safety and security of our staff, exhibitors and attendees is our priority. We work closely with the venue, corporate security, state, local and federal law enforcement authorities to identify risks, assess them and develop security plans for our events. Everyone attending **Star Wars Celebration** should be aware of the following security measures:

- Security will be onsite at all times to assist you during all aspects of **Star Wars Celebration**
- Everyone must wear their **Star Wars Celebration** badge at all times. This includes exhibitors, vendors, attendees, guests (speakers, talent, artists), professionals, press, staff, and crew
- A fully operational security team following our vetted procedures is in place at all times during **Star Wars Celebration**. Bag checks may occur at **Star Wars Celebration**
- Walkthrough or hand held scanners may be used at **Star Wars Celebration**
- Any CCTV in operation at **Star Wars Celebration** is monitored and recorded
- Uniformed and undercover security will be in attendance at **Star Wars Celebration**
- Uniformed and undercover Police may be in attendance at **Star Wars Celebration**
- Canine Security and Detection may be used in or around **Star Wars Celebration**

Everyone attending **Star Wars Celebration** is requested to:

- Keep personal property with you at all times and do not leave any items unattended
- If you see something, say something. Report anything that looks unusual, suspicious, or out of place to **Star Wars Celebration** staff or security immediately
- Remain patient and courteous during security checks and follow the instructions of **Star Wars Celebration** staff and security at all times
- Properly dispose of your **Star Wars Celebration** badge inside the venue or keep it as a souvenir – please do not sell it to scalpers or throw it away in trash cans outside the venue where it could be picked up
- Carry a valid form of photo ID at all times
- You as a fan are able to help us improve event security, fan safety and the overall happiness of everyone at or near **Star Wars Celebration**. While everyone attending **Star Wars Celebration** knows about costumes and props, the citizens of Chicago may be unaware of **Star Wars Celebration** and mistake prop weapons for real weaponry. If you have a weapon or prop that might intimidate or scare people, please be mindful of it as you carry it throughout the city streets and on public transit. If you have a weapon that might be misconstrued as a real weapon, please keep it concealed and do not carry it out in the open as you travel through



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Chicago. We would hate to cause unnecessary panic, upset, or unwarranted calls to 911. We really appreciate you being mindful of this and using common sense when it comes to props and costuming!

### WEAPONS POLICY

Management shall have sole discretion in any matter that they believe may affect public safety or be important to protect the integrity of the event. Please review our entire weapons policy before attending **Star Wars Celebration**. Failure to adhere to our policy may result in your item being confiscated or your removal from the show without refund. If you're bringing, buying or selling something that could maim, damage or cause serious bodily harm, we're going to take issue.

The following items are forbidden from **Star Wars Celebration**:

- Functional firearms (this also includes air soft guns, BB guns, cap guns, paintball guns and pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks)
- Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, hockey sticks, clubs, nunchaku, baseball bats)
- Hard prop weapons (including props made of metal, fiberglass and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenades, whistles and grenade horns
- Whips
- Aerosol mustard
- Prop weapons will be allowed providing they are composed of foam or cardboard only. Prop firearms are allowed only if they cannot be mistaken for real weapons. The barrel of all prop weapons must be covered with brightly-colored caps. Prop bows will be allowed providing they have soft tips