



**McCORMICK PLACE**  
C H I C A G O

**NOTICE  
REGARDING  
NEW RULES AND REGULATIONS  
APPLICABLE TO  
ALL CONTRACTORS**

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**TO:** All General Service Contractors and Other Service Contractors  
All Exhibitor Appointed Contractors and Other Companies

**FROM:** David R. Causton, General Manager, McCormick Place

**DATE:** June 25, 2010

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**I. INTRODUCTION**

As you are aware, as a condition of conducting business on the premises owned and operated by the Metropolitan Pier and Exposition Authority, all contractors\* are required to register and execute a right of entry agreement with MPEA that establishes the terms and conditions governing the contractors' rights to perform work on MPEA property. A condition of this agreement is that all contractors comply with the rules and regulations that govern the use of MPEA premises and that are established or amended from time to time by the Authority. In the event a contractor violates this covenant, the Authority may prohibit the contractor from conducting business on MPEA premises, terminate any current agreements with such contractor and initiate legal proceedings.

On May 27, 2010, the Illinois General Assembly enacted legislation that directly impacts the Authority, show managers, contractors, exhibitors and event attendees and that ultimately will transform the way business is conducted on MPEA premises. While this legislation is effective upon enactment, the implementation process is in its initial stages. Certain changes will be implemented promptly. Other changes are wholesale modifications to the way business has been conducted on MPEA premises and thus will require a lengthier implementation period. The Authority embraces this challenge and reaffirms its commitment to implement this legislation in the most expeditious, efficient and communicative manner possible. To this end, the purpose of this

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\*"All contractors" includes, but is not limited to, official service contractors, general service contractors, event contractors, service contractors (e.g., audio-visual contractors or computer contractors), exhibitor appointed contractors and any other contractor or company providing services to exhibitors.

notice is to advise all contractors of the new rules and regulations that have been issued as part of this initial implementation phase.

## II. NEW RULES AND REGULATIONS

Prior to the 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, contractors are required to acknowledge and abide by the following policies:

### A. Loading and Unloading

An exhibitor and exhibitor employees<sup>†</sup> (collectively referred to as “Exhibitor” or “Exhibitors”) now have the right to unload materials from privately owned vehicles (“POVs”) prior to a show and then load these materials into POVs after a show using non-motorized hand trucks and dollies. The Authority will publish detailed guidelines regarding this policy in the near future.

### B. In-Booth Work

The legislation contains an expansive definition of the type of work that 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 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 Exhibitors:

- √ The “booth of 300 square feet or less” limitation no longer applies. Exhibitors may now perform work in a booth of any size.
- √ 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 Exhibitors currently perform, 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 the Exhibitor’s own drapery, including the skirting of Exhibitor tables;
  - Delivering, setting-up, plugging in, interconnecting and operating the Exhibitor’s electrical equipment, computers, audio-visual devices and other equipment; and

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<sup>†</sup>The legislation defines an “exhibitor employee” as “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.”

- Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

**C. Billing Practices**

The legislation establishes new rules governing billing practices for labor services provided by contractors’ employees. Specifically, contractors may only charge an Exhibitor for labor services (including the cost of fringe benefits and a reasonable mark-up) provided by their employees on a straight-time (“ST”), time-and-one-half (“OT”) or double-time (“DT”) basis in accordance with the following schedule:

Window	MONDAY THROUGH FRIDAY	SATURDAY	SUNDAY AND HOLIDAYS
6:00 a.m. to 10:00 p.m.	ST for 1 <sup>st</sup> 8 Consecutive Hours <i>and</i> OT Only After 8 Hours	OT for 1 <sup>st</sup> 8 Consecutive Hours <i>and</i> DT Only After 8 Hours	DT
10:01 p.m. to 11:59 p.m.	OT	DT	
12:00 a.m. to 5:59 a.m.	DT	DT	

Effective August 1, 2010, the above schedule will apply for all skilled labor services related to loading and unloading, drayage, rigging, carpentry, decorating and electrical. Finally, when billing Exhibitors, contractors may only charge for labor services on a minimum half-hour basis.

**D. Communications**

The Authority recognizes that questions will arise regarding these specific changes and their ongoing implementation on MPEA premises. Prior to or after a show, these inquiries should be directed to Luke Karas, Assistant Director of Guest Services, who may be contacted at 2301 South Lakeshore Drive, Chicago, Illinois, 60616, (312) 791-6456 or [lkaras@mpea.com](mailto:lkaras@mpea.com). During a show, any contractor that believes Exhibitors are performing unauthorized work or otherwise acting outside the scope of their existing rights shall direct the concern to the Facility Floor Manager and not the Exhibitors consistent with current practice. All contractors should remind their employees of this protocol and require them to abide by it.

**E. Existing Rules and Regulations**

Effective August 1, 2010, the new rules and regulations set forth in this memorandum shall supersede any conflicting provisions in any existing policy or procedure and any inconsistent practices, including, but not limited to, those set forth in MPEA Meeting Planners Guides, Exhibitor Manuals, MPEA Facility Protection Guidelines, McCormick Place Exhibitor and Utility Ordering Guides and informational materials on the MPEA website. All other rules and regulations shall remain in effect in their current forms, unless and until they are amended by the Authority.

### III. CONCLUSION

As indicated above, the implementation of the new legislation is in its initial stages, and this communication regarding changes in policies and procedures is the first of many to follow. In furtherance of this communication, the Authority invites all contractors to attend a meeting on **July 21, 2010**, and details will follow regarding the meeting's time and location. Prior to July 21, 2010, each contractor must acknowledge receipt of this notice by initialing each page, completing the attached acknowledgement form and then submitting a copy of the entire notice to Luke Karas either electronically or by mail. The Authority will continue to proceed efficiently and effectively with the implementation process and appreciates your attentiveness and cooperation during this collaborative venture.



**McCORMICK PLACE<sup>®</sup>**  
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**ACKNOWLEDGMENT OF RECEIPT OF  
NOTICE  
REGARDING  
NEW RULES AND REGULATIONS  
APPLICABLE TO  
ALL CONTRACTORS**

On behalf of \_\_\_\_\_, I acknowledge receipt of  
the *Notice Regarding New Rules and Regulations Applicable to All Contractors* published by the Metropolitan  
Pier and Exposition Authority on June 25, 2010.

NAME OF CONTRACTOR: \_\_\_\_\_

ACKNOWLEDGED BY (PRINT NAME): \_\_\_\_\_

ACKNOWLEDGED BY (SIGNATURE): \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_