



FLOOR PLANS

FLOOR PLAN TARGET DATES

Floor plans should be sent electronically to the Event Manager's attention.

- CAD Files and PDF files are acceptable; EPS files should not be used.
- Electronic floor plans should be sent full scale.
- All layers must be sent to efficiently review plans. At minimum, these include utility ports, permanent building exits, fire safety equipment (fire hose cabinets, alarm stations, AED cabinets and emergency phones), support columns and permanent concession areas.
- Plans should show the entire hall, public space, or ballroom being used.

Target Dates – Initial Drafts

- Exhibit Floor: Before booth sales begin
- Entrance Units: 6 months prior to move-in
- Public Space: 2 months prior to move-in
- Offices/Service Centers: 2 months prior to move-in
- Ballroom Sessions/Events: 2 months prior to move-in

Initial Review

The initial floor plan is reviewed for positioning of booths, aisles and exits. Shortly after the plan has been submitted and reviewed, it will be returned with a letter describing changes that need to be made before you start selling space.

Subsequent Reviews

Once your preliminary floor plan has been reviewed and requested changes made, you may begin to sell and assign booth spaces.

Approximately 2 months prior to your show, or when you reach 90% capacity, a second review of the floor plan should be done. During this review, these items should be identified:

- Sold and unsold exhibit space.
- Booths with multiple levels or ceilings: the Chicago Fire Department (CFD) requires a list of these exhibiting companies. We suggest that you collect this information as you are selling the show floor.
- Support services such as seminar rooms, display areas, exhibitor service centers, food concessions, coat/luggage check, floor management desks, lounges, etc.
- Non-exhibit areas utilized for empty crate storage or bone yards.

Final Review

A copy of your final floor plan must be given to us no later than 2 weeks prior to move-in. This plan will be distributed to several operational departments to prepare for your event. Any minimal changes occurring after this time must be communicated to your Event Manager immediately to efficiently meet your exhibitor needs.

Onsite Review

A final review done by the CFD and the Fire Safety Division will occur after the booths have been set on the show floor. The Fire Marshal will inspect the booths, meeting rooms and all support spaces to make sure the premises are safe from hazards and all fire codes requirements are met.

STANDARD FLOOR PLAN INFORMATION

Legend Box

All floor plans must include a legend box that details the following information:

- The name of the event
- The name of the Office Service Contractor and/or the Production Company
- The official dates of the event
- Event location (building, level, exhibit hall, meeting room)
- The date of the initial drawing and subsequent revisions
- The perimeter walls of the plan
- Symbols used on the plan to indicate drape, equipment, etc.
- A list of the utilities available

Exhibit Hall

When an exhibit hall is used for trade shows, it is the Event Organizer's responsibility to avoid ramping from aisle utility ports. Ramping is an Event Organizer responsibility and you should work with your Official Service Contractor and Utility Contractor to install, maintain and safely tape over any ramping and cords.

When an exhibit hall is used for catered events, "back of house" (i.e., preparation/staging) space should be allotted on the floor plan. Please discuss this operations area with your Catering Manager when developing your layout.

Exterior Space

If you are planning to use space in the exterior areas of McCormick Place (sky bridges, terraces, docks) for activity such as outdoor exhibits, empty crate staging, restaurants or contractor staging, please contact your Event Manager.

Public Space

Whether public space is on your license or not, these areas may have other event attendee traffic and directional signage.

Event counters, signage, advertising, etc. and utilities can be placed in public space areas. McCormick Place must review and approve all proposed public space usage. Floor plans along with a written outline of the installation and removal schedule must be submitted following the schedule outlined at the beginning of this section. Every effort is made to coordinate use of public areas to maximize event exposure and best move-in/out scheduling.

Exhibit booths are not permitted in any public areas (hallways, lobbies) without written approval from Event Manager and the CFD. They should be placed on a floor plan and submitted for review.

FLOOR PLAN REVIEW PROCESS

Fire Safety Division of McCormick Place

The Fire Safety Division works with the CFD to assure that all areas are accessible. They will focus specifically on meeting rooms for exit accessibility and equipment/supply staging.

City of Chicago Fire Marshal Review

The Chicago Bureau of Fire Prevention and the McCormick Place Fire Safety Manager review public space, exhibit floor and ballroom plans where extensive equipment/furniture is being installed by an event contractor (Official Service Contractor, AV, etc.) such as registration, event offices/service areas, general sessions, etc. to assure that all safety aspects have been addressed. After your plan has been reviewed, it will be returned with a letter listing any changes that need to be done. Changes should be addressed as soon as possible; revised plans must be submitted again for review.

The following information outlines items that the Fire Marshall and McCormick Place Fire Safety look for when reviewing plans.

Exhibit Hall

- The location and labeling of all entrances and exit, including emergency exits.
- Exits must be kept accessible and visible with no obstruction.
- Aisles should lead directly to an exit door or to another aisle that leads to an exit door.
 - “No Freight Aisles” clearly identified, leading to freight door exits; one north/south and two east/west.
 - Aisles should be a minimum of 10 feet in width. All aisle widths must be noted on the plan.
Note: Chicago Fire Code does allow 8- foot aisles. However, departure from using aisle widths not in multiples of 10 will result in poor utility access and ramp charges.
- Established “keep clear” areas must be shown on floor plans. General service contractors are aware of these locations and should provide initial plans with these marked.
- Drape lines used for baffling (15-foot minimum clearance from drape lines).
- Indications of any 3-foot drape/wall being used.

- Fire hose/extinguisher cabinets, fire alarm stations, AED cabinets and emergency telephones must be kept visible and freely accessible at all times.
- Exhibits and service areas may not block any part of the exit, nor may they block visibility of any exit sign. Non-exhibit areas specifically identified, i.e., equipment staging, food service, service desk, lounges, bone yards, offices, etc.
Note: Do not use general terms such as “storage.” (use the term “staging”)
- Entrance units must be shown and labeled (please review information that appears under “Entrance Units”)

Entrance Units

By direction of the CFD, a minimum of 60 feet of clearance must be allowed for entrances/exits into exhibit halls. A few exceptions are in place as outlined:

- Hall D1 or F1 only—30 feet
- Hall D2 or F2 only—30 feet
- E 354—20 feet

Using 1-60 feet, 2-30 feet or 3-20 feet entrance units or openings can attain the 60-foot clearance. The smallest approved entrance is a 20’ clearance. Floor diagrams can be viewed on our website or are available from your Event Manager to illustrate these options for Hall A, Hall B and Hall F.

Public Space

- Fire hose/extinguisher cabinets, fire alarm stations, AED cabinets and emergency telephones must be kept visible and freely accessible at all times.
- Location and labeling of all entrance units, floor directional signage, kiosks areas used as work areas, storage, etc., must be identified.
- Placement of event items is subject to those areas outlined on the McCormick Place Public Space floor plans. Contractors do have access to these plans; electronic copies are also on our website.

Meeting Rooms/Ballrooms Used for Production and/or Administration Areas (Offices, Registration)

- The location and labeling of all entrances and exit, including emergency exits. All exits must be kept accessible and visible with no obstruction.
- All drape/wall lines of any height must be identified.
- Enclosed areas used as work areas, staging, etc., must be identified.