

## Event Contractors – Right of Entry Agreement

### Operational Practices

#### Right of Entry

The Right of Entry Agreement addresses areas regarding safety, damage, professional conduct, random drug testing and theft. The Agreement is subject to renewal and/or updates annually regardless of when an initial Agreement was signed.

The following information is a clarification of current points as well as an expansion to previous guidelines. It is presented with the cooperation of our service partners including Chicago-Area General Service Contractors, EACA and Labor.

- All organizations/companies that provide services to Event Organizers and Exhibitors for trade shows, conventions, public shows, private events and/or any event on McCormick Place or Navy Pier property must be registered with MPEA. This includes but is not limited to GSCs, ECs, floral, security, carpet rental, empty crate removal, a/v rental, cleaning companies and production companies.
- The Event Management teams of both facilities will contact event organizers for a list of their suppliers and their list of EC contractors. These lists will be cross checked for current registration by the Guest Services Department or the McCormick Place Floor Manager. Those that are not currently registered will be contacted.
- Contractors will and can be held accountable for their actions and the actions of their employees. Disciplinary action by MPEA may include removal of discounts/privileges, temporary suspension of access or eventual complete denial of access.

#### Facility Appearance

All trades and contractors have agreed to assist with maintaining the appearance of MPEA facilities as outlined in the Facility Protection Guidelines that are incorporated into the Right of Entry Agreement. In addition, trades and contractors support the goal of projecting a professional image to our mutual customers during their visit to the facilities. Image becomes critical in all public spaces that a customer may access.

Consequently, registered contractors are now expected to incorporate the following procedures into their event planning operations:

- Any area that may be used to dispatch labor is the responsibility of the contractor to keep clean and safe during the time that the area is occupied. In addition, prior to departure, the contractor must return the location in broom swept condition, including the removal of all trash and debris.

- Labor dispatch areas are not to be located in public areas, i.e., Connie's, Level 2 Lobby, North Building or similar locations.
- It is the expectation of McCormick Place that the trades, GSCs and ECs will educate personnel on the following policies as well as agree to remedy any situation that may occur:
  - Worker activity in public areas such as sleeping, taking breaks and playing cards does not project a professional image and is not acceptable.
  - During break or lunch times, the parking of any motorized vehicles on the bridge between the South/North Buildings and Lakeside Center is not acceptable practice and must not occur in the future.
- Referencing the following Labor Check-In section, empty crate companies will assist with providing directions to their labor on where to travel in the building to get to check-in. Further, these companies will also provide guidance between the designated check-in area and the area where the worker is assigned.

### **Recommended Practices and Guidelines for Event Operations**

The following practices are recommended by MPEA to event organizers to support the professional image of their event as well as procedures outlined in the Right of Entry agreement.

#### Labor Check-In at Break of Show

There is not one location in any building that can be designated as a labor entry point/check-in area due to multiple events, individual event sizes and guest traffic patterns. In addition, labor should not be permitted on a show floor until the break of the show. These issues must be managed by all contractors with the cooperation of the trades.

To address these challenges, entry points and labor check-in areas may be designated on a show-by-show basis upon the request by event organizers as recommended by their service contractors.

- The Event Manager along with their Facility team will assist the Event Organizer in the selection of designated labor check-in/dispatch areas for the show break. The goal of this process is to minimize worker presence in public space as well as prohibit access to the show floor prior to the break of the show. When requested by the event organizer, representatives of the service team comprised of labor, GSCs and EACs will be included in the selection process.
- Selection will be based on event needs/schedule, the traffic flow of event visitors and other event activity in the building(s).
- The final designated locations will be supported with the cooperation of all labor organizations and contractors. Location information will be communicated in advance to allow labor and contractors to educate their workers.
- Enforcement of the selected locations and entry paths will be provided by both MPEA Security and Show Security. Minimal costs may be incurred by the event organizer to cover any additional security needed for designated dispatch areas at show break.

### Recommended Labor Identification

In addition to any MPEA identification that is required by the Right of Entry Agreement, it is recommended that the event organizer provide specific event identification to better control safety, damage and theft.

- The show identification should include a number that can be easily seen from a reasonable distance.
- Show identification numbers should be assigned by the managing contractors. A block of identification numbers can be assigned to each group of contractors, i.e., general service, EC, floral, etc.
- Individual identification assignments should be logged in as a permanent record of the event. Assignment information should include the name of the worker and contact information (phone number).

### Assignment of Motorized Equipment

(Examples but not limited to: Scooters, forklifts, cranes, scissors lifts, flat bed carts, battery/electric operated pallet jacks, and condors)

- MPEA Security must inspect all equipment for safety
- All equipment must have identification numbers on at least 3 sides that can be easily seen from a distance.
- When equipment is assigned to a worker, it is recommended that the assignment be logged in as a permanent record so that in case of accident or damage, the equipment can be identified and traced to the operator of the vehicle.

MPEA will update this document when recommended guidelines have been revised based on customer feedback. These updates will be communicated to registered service suppliers via email. The MPEA Facility Floor Manger will continue to meet with and guide all service companies regarding these practices/procedures.