



McCORMICK PLACE®
C H I C A G O



PLANNER CHECKLIST

PRIOR TO BOOTH SALES

Submit Preliminary Floor Plans via PDF

TARGET MONTH

12 MONTHS OUT

Confirm Site Visit Date & Times (Agenda Items: Event & Facility
Operations, Telecom, Internet, etc.)

Submit Exhibitor Prospectus

9 MONTHS OUT

Submit Exhibitor Guide Order Form Request (for internet and telecom)

Submit General Contractor/Vendor Contact Information

Submit ASUV (Automobile & Small Utility Vehicle) Dates & Times

6 MONTHS OUT

Submit Event Preliminary Space Grid

Submit Exhibitor Service Kit

3 MONTHS OUT

Submit Floor Plans for Review: Exhibits, Registration, Public Space

45 DAYS OUT

Submit Security Plan/Schedule Uniformed Off-Duty Officers

Submit First Aid Schedule

Confirm Lost and Found Procedure

30 DAYS OUT

Submit Event Set-Up Requirements: Meeting Room and Office Specs,
Diagrams, Telecom & Internet needs

Submit Transportation Plan/Traffic Agenda from Shuttle Provider

Submit Meeting Room Key Card Request and Access Schedule

Confirm Hours of Operation with FedEx Office

Submit Catering/Concession Details To SAVOR...Chicago

15 DAYS OUT

Submit Final Exhibit Floor Plan via CAD

Submit Final Public Space Floor Plans via CAD

Identify Advertising Locations

Outline Anticipated 1st Amendment Demonstrations/Protestors

Submit VIP Guest/Speaker List

Outline Invited Media/Press (Live vs. B-roll)

Submit Exhibitor List and EAC List w/ Booth # and Contact Information