



Festival Hall Complex Rules and Regulations



An SMG Managed Facility

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Section 1: Introduction to Festival Hall Complex

Navy Pier® ("Navy Pier") is operated by Navy Pier, Inc. (NPI), a not-for-profit corporation created and existing under the License of the State of Illinois, established in 2011 to maintain Navy Pier and oversee the redevelopment of one of the most important civic landmarks in the United States and the top-visited leisure destination in the Midwest. The Festival Hall Complex ("the Complex") is operated by SMG, the world leader in venue management. The Complex features 170,000 square feet of exhibition space, the historic Aon Grand Ballroom, 36 meeting rooms, as well as other pre-function and versatile spaces.

Venues

The following is a description of locations within the Complex.

FESTIVAL HALL A

113,400 square feet of exhibit space (may be combined with Festival Hall B)

TERRACE A (East and West Lobbies)

Included with Festival Hall A, space for registration, receptions, etc

FESTIVAL HALL B

56,700 square feet of exhibit space (may be combined with Festival Hall A)

TERRACE B

Included with Festival Hall B, space for registration, receptions, etc

MEETING ROOMS

44,000 square feet of meeting space divisible into 34 rooms

LOBBY 1

Main entrance area for Festival Hall A

LOBBY 2

Main entrance area for Festival Hall B

LOBBY 3

Main entrance area for 328, 329, Lakeview Terrace, Rooftop & Aon Grand Ballroom

TERRACE C

2nd level lobby for the Lakeview Terrace space for registration, coat check etc.

LAKEVIEW TERRACE

All-purpose space for receptions, silent auctions, and small trade shows

MEETING ROOMS 328 & 329

Meeting room space with spectacular views of the Chicago skyline and Lake Michigan. Perfect for small meetings, receptions and dinners.

LAKEVIEW TERRACE ROOFTOP ("the Rooftop")

Outdoor reception space with partially tented area (seasonal)

Aon GRAND BALLROOM

Historic flexible space for large receptions, galas, dinners, concerts, trade shows and general sessions. 18,000 sq. ft. main floor, 9,000 sq. ft. balcony, and 15,000 sq. ft or lobby spaces.

EAST END PLAZA

3 flexible options to rent outdoor space with Aon Grand Ballroom

Section 2: Rules and Regulations

This section sets forth rules and regulations for operating within the Complex. If you have questions or issues that are not addressed in this guide, please discuss them with your Event Manager.

Americans with Disabilities Act

The Complex is in compliance with the provisions of the Americans with Disabilities Act.

Animals & Pets

Animals are permitted to assist disabled persons requiring their services (i.e. seeing-eye dogs or dogs for the hearing impaired). All other animals may only enter the Complex with written permission from the Complex Management. If permission is granted, the animal owner must contact the City of Chicago Animal Care & Control Office at (312) 747-1406 and be in compliance with all Federal, state and local laws and must carry all applicable licenses, permits and insurance and will also be required to sign wild animal disclaimer forms.

Audio Visual Service

Arrangements for all audio visual equipment can be made with an independent audio visual contractor. Our preferred contractor, Absolute Production Services (absolutepros.com), has an office within the Complex and can be reached at (312) 595-5405.

Beer Garden

The Beer Garden brings in live bands from Memorial Day – Labor Day. This music can be heard throughout numerous areas of Navy Pier, and those booking Lakeview Terrace, the Rooftop or Meeting Room 329 should be aware of possible noise exposure. Please note that food and/or beverage from the Beer Garden may not be brought into any event within the Complex.

Bus Staging

Buses may be staged at the McCormick Place Marshalling Yard located at 31st Street & Lakeshore Drive, Chicago, Illinois. For more information and directions, please call (312) 808-3125.

Carpet Protection

It is each client's responsibility to ensure that permanent carpet is protected during the License Period. Please insure that your Show Contractor is aware that a layer of visqueen, poly/plastic, plywood panels or masonite will be necessary over permanent carpet for the duration of the License Period should it be deemed necessary due to the nature of the event.

Power driven vehicles such as forklifts and carts are not allowed in any carpeted or tiled areas in the Complex.

Charitable Gaming

Charitable gaming and bingo are permitted inside the Complex. If you are interested in hosting a gaming event, please submit a written request to your Event Manager. Once gaming has been approved for your event, you must secure the appropriate license from the State of Illinois Department of Revenue.

The contact information is as follows:

Illinois Department of Revenue
Office of Bingo and Charitable Games
P.O. Box 19480
Springfield, Illinois 62794-94809
Tel (217) 524-4164
Fax (217) 785-2643

Cleaning Services

Each client will receive a clean space at the time of scheduled move-in.

Meeting Rooms, Lakeview Terrace, Rooftop, and the Aon Grand Ballroom - Navy Pier will be responsible for cleaning these areas during and after your event. If your activity includes a tradeshow or booth set-up, cleaning will become the responsibility of the client. See your contract for specific details on show cleaning.

Festival Hall - Navy Pier will be responsible for the following:

- Cleaning of all restrooms, meeting rooms, lobbies and public space, excluding the registration areas, show offices, or any surface covered by the client.
- Coordinating pulls of solid waste compaction and open-top equipment with a disposal service company.
- Providing (1) complimentary pull of a compactor. Additional dumpsters, packer trucks, or additional trash hauls will be billed at the prevailing rates. You are allowed to hire your own refuse removal contractor for excessive refuse.

The Licensee or the Licensee's contractor will be responsible for the following:

- Providing solid waste disposal service, trashcans and open-top dumpsters.
- Cleaning of the Festival Hall, Registration areas, show offices and any area occupied by Show Management in the Complex during your license period.*
- Post-show cleaning, including tape removal and cleaning of the North Service corridor, loading dock, truck bays and compactor area.

*If excessive debris is left behind and not cleaned by contractor at the end of an event, Navy Pier will dispose of the debris and bill the time and material cost to the client.

Climate Control

Air conditioning or heating is provided during event operating hours. The air or heat will be turned on three hours prior to your event's start time to insure that your licensed space is sufficiently cooled or heated for the event hours. An exception to this policy is that the Complex will provide sufficient heat during move-in or move-out to prevent freezing.

If the logistical requirements of an event demand that specific temperatures be maintained during the periods other than event hours, Navy Pier will provide air conditioning or heat at the then prevailing rate.

Coat and Luggage Check

Coat check and luggage/baggage services are exclusively provided by Navy Pier Catering and may be structured as either a cash service (guests pay for their own items) or a hosted service (you pay for your guests' items). For cash service, a fee will apply to set up each service area. Details can be arranged through your Catering Manager.

Cooking Devices

If you plan to use a cooking or heating appliance, the appliance must be powered by an electrical or natural gas hookup and must be adequately ventilated. Stoves and heaters must be UL-approved. Nothing combustible may be placed near any heat-producing appliance. ABC type fire extinguishers (2.5 lbs.) are also required in any area where a cooking device will be used.

Damages and Inspections

The Complex Management reserves the right to request a damage deposit for each event. To protect the Complex, Navy Pier request that you work closely with your staff, contractors, attendees and exhibitors to make sure damages do not occur to the building.

Your Event Manager will make a detailed inspection of your licensed space(s) before and after your event and will note any damage that is present both before and after. You or a designated representative must accompany the Event Manager during these inspections. If damage is found, then Navy Pier will give you the option of paying for repairs or tendering the claim to your insurance company.

Decorations

Please follow the guidelines below for decorations. All decorations must be fire retardant or treated with fire retardant material.

Balloons - Helium balloons are strongly discouraged within the Complex. Helium balloons may not be distributed. Balloons must be weighted down so as not to escape. If helium balloons escape, there will be additional fees to retrieve and remove the balloons. Mylar balloons may not be used in any interior space due to interference with fire and smoke detection systems.

Confetti - Metallic confetti may not be used. However, fire retardant paper confetti is acceptable. Please note that additional clean-up fees may apply.

Hanging and use of adhesives - Tape, nails, hooks, tacks, screws or other similar items may not be affixed to any wall within your licensed space. With prior approval, certain adhesives that leave no residue may be used to hang signs and other items.

Stage Skirting - No staples or tacks may be used to skirt the front of the Ballroom stage.

Banners and Signs - Permanent graphics, signs or displays may not be blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics without written permission from Navy Pier. Exterior signs and banners may not be fastened to any Navy Pier buildings without written permission from Navy Pier. All signs hung by the event must be removed by the event, or you will incur an additional fee. Navy Pier will not be responsible for banners that are left behind after the event is over.

Stickers - The distribution of stickers, adhesive labels, decals or similar items to attendees is strictly prohibited.

Deliveries

Navy Pier is unable to accept advance freight shipments for exhibitors. Freight may be consigned to the official show contractor or the exhibitor's show contractor in advance of an event or it may be delivered directly to the show contractor at Navy Pier on the licensed dates of the event.

General deliveries may also be made directly to your licensed space during the licensed date(s) of the event.

Aon Grand Ballroom - Navy Pier has limited capacity to accept advance deliveries. Please communicate with your Event Manager to determine the best way have your materials delivered. Generally, deliveries may be made at the freight door located on the North side of the Aon Grand Ballroom. This is a loading area only, and vehicles may not park or remain in the loading areas. All vehicles must be relocated to the garage or another location approved by your Event Manager.

Lakeview Terrace - Depending on the show activity in the Complex, your Event Manager will assign a load in location.

Festival Hall - Freight deliveries made through the Complex loading dock must be unloaded by your show contractor. Exhibitors may unload their own personally owned vehicle (POV) or small utility vehicle in the pre-designated areas. Please see the POV section for further explanation.

Double Decker Exhibits

Double decker exhibits are allowed in the Complex, however, special fire and safety rules apply to such exhibits. If your show has one or more double decker exhibits, please notify Event Manager and refer to the Utility Ordering Guide for detailed rules governing their set up.

Electrical Guidelines

Electricians are responsible for assembly, installation and dismantling of devices that use electricity as a source of power to the building electrical system. Below are some general guidelines on the electricians and the Chicago Electrical Code.

Exhibitors may plug equipment into outlets provided by the electrical contractor. You may also make non-power wiring terminations, such as control and signal wiring to your equipment. However, electricians must perform all power terminations.

- Use of open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex, 2-wire cord, clamp on lights or attachment plugs is prohibited by order of the Chicago Board of Fire Underwriters, Chicago Bureau of Electrical Inspection and the Chicago Fire Prevention Bureau.
- Union Labor is required to provide power to all meeting room equipment that requires electrical service, including audio-visual equipment. Some equipment may require additional labor. Union Labor is also required to install and operate audio and video taping devices on the show floor. The charge for this service begins when the taping equipment is being set up and includes the time that the seminar or meeting is being taped and tear-out. Multiple microphone usage may require an on-site union technician.

For your safety, Electricians are instructed to adhere strictly to the Chicago Electrical Code, and ensure that your wiring is free of hazards. Navy Pier reserves the right to refuse connections where wiring constitutes a safety or fire hazard or does not meet the City of Chicago Electrical Code. For a copy of the Chicago Electrical Code please see your Event Manager.

Emergency Systems and Procedures

The Complex is equipped with comprehensive early detection and alarm systems and a sprinkler system. Extinguishers and other emergency equipment are strategically located in all areas of the building. All building emergency systems are monitored in the Security Office and fire alarms are also monitored by the City of Chicago Fire Department.

The Navy Pier Security Office is located at the front of Navy Pier and is staffed 24 hours a day. This office acts as the communications center and command post in the event of an emergency. In the event of any emergency, please immediately notify your Event Manager who shall be responsible for notifying Navy Pier Security. The Security Office number is: (312) 595-5060.

Equipment Rental

Navy Pier maintains a limited inventory of chairs, tables, skirting, microphone, staging, and Navy Pier will allocate equipment proportionately among simultaneous events. It is the client's responsibility to make arrangements from outside sources for any equipment that is not available from the facility. Any additional equipment required that is not included in your meeting room package will be subject to the City of Chicago rental tax.

Meeting Rooms, Aon Grand Ballroom, Lakeview Terrace, the Rooftop and Terraces - Chairs, tables and risers may be provided for events in these locations. Please check your License Agreement for a list of included equipment. Additional equipment may be rented from Navy Pier at its then prevailing rates based on availability.

Festival Hall A and B - No equipment is provided for events in these locations. It is possible that Navy Pier may have equipment available for rental. Please check with your Event Manager to determine whether this is the case during your event.

Exclusive Services

The following are services provided exclusively by Navy Pier or its designated agents or representatives:

- Baggage/Coat/Luggage Check
- Food and Beverage (page 7)
- Medical Services (first aid and ambulance)
- Rigging (page 9)
- Parking(Valet) (page 9)
- Internet, including Wi-Fi (page 12)
- Plumbing
- Telephone
- Vending Machines

Navy Pier provides internet, communication and plumbing services and the labor to install each of these services. For trade and consumer shows, your Event Manager will place an order for Utility Ordering Guides, which will be included in your Exhibitor Kit. Only an electronic file in a .pdf file format will be provided. When ordering your guide, take into consideration our fourteen (14) day advance rate deadline for exhibit orders. Please note: Labor is not always included, see your Event Manager for additional information.

Fireworks

If you would like to have a fireworks display (outside) in conjunction with an event, it is important that you inform Navy Pier 60 days in advance.

Fireworks, with appropriate licenses and communication with Navy Pier, must be set off on barges in Lake Michigan and not on Navy Pier property.

The following requirements are also necessary:

- Permission from the City of Chicago local Alderman's Office.
- A permit through the City of Chicago, which also includes contacting the Coast Guard and Chicago Police Marine unit.

Fire and Safety Requirements

Listed below are the most prevalent fire safety issues that must be addressed for each event.

Fire Guards - A minimum of one (1) fire officer with Firefighter 2 training is required for all Festival Hall events starting at move in and ending when the event is moved out. Once your floor plan and security plan have been submitted, the Fire Marshal will make the final determination of the number of fire officers required for your event.

Fire/Safety Walkthrough - Navy Pier Fire Safety personnel will walk through events to insure all fire codes are enforced. Navy Pier reserves the right to make changes to events in order to maintain compliance with fire regulations.

Doors, Stairways, Exits and Aisles - Fire doors and stairways must remain accessible and visible during events. Chairs, tables and staging must be placed at least ten feet from the exits. All emergency exits and fire hose cabinets must be maintained at their required clearance widths during show hours. Chairs, tables and other display equipment cannot protrude into aisles.

Ganging Chairs - If you are using over 200 chairs in theater-style rows, the chairs must be ganged together to prevent injury in case of fire panic.

Exhibitor Storage - Storage of any kind is strictly prohibited inside the display areas, behind the back drapes or beyond the display wall. Only a one-day supply of operational and advertising material may be stored inside the exhibit.

The Navy Pier Fire Marshal and Director of Security reserve the right to make any final decisions regarding the above requirements pursuant to Title 15 of the Municipal Code of Chicago on Fire Prevention.

First Aid Requirements

Our Emergency Medical Technicians (EMT) are licensed paramedics and are fully trained and authorized to perform "early defibrillation" and basic life support. Your Event Manager will schedule an EMT at the prevailing rates to be billed to you following your event. A permanent first aid station is located on the 2nd level west of Terrace A. An EMT is required during events as follows:

Meeting Rooms, Terraces, the Rooftop and Aon Grand Ballroom space - During show hours of any event in these spaces with an expected attendance of 2,000 or more persons. If your event is an exhibit event, you are required to have an EMT for move-in, show hours and move-out.

Festival Hall A and B - During move in, show hours and move out of all complex events.

Floor Loads

The following are maximum floor loads for each space:

- | | | | |
|-------------------------|----------------|------------------------|----------------|
| ▪ Festival Hall A and B | 250 psf (each) | ▪ Lobbies and Terraces | 100 psf (each) |
| ▪ Meeting Rooms | 100 psf (each) | ▪ Aon Grand Ballroom | 100 psf (each) |

Each client is responsible for insuring that it is not exceeding these weight loads. Navy Pier Management reserves the right to require appropriate documentation from a licensed and certified structural engineer as to your proposed floor loading or ceiling rigging, which is to be provided at your cost. See Building Specifications for more information including lobby areas.

Floor Plan

Trade and consumer shows taking place in Festival Hall, Lakeview Terrace, or the Aon Grand Ballroom areas of the complex are required to submit floor plans for Fire Marshall's approval. Please submit the following:

- (1) Before selling space to exhibitors or six (6) months prior to your event, submit four (4) copies of a scaled floor plan for Fire Marshall's approval. The Fire Marshall will keep two (2) copies and (1) one copy will be returned to you with any necessary changes noted. Floor plans must include the following information:
 - Name of the event and show contractor name
 - Show dates
 - Original date of drawing and the scale
 - Perimeter walls and adjacent rooms with all exits and doors noted
 - Fire emergency devices
 - Width of aisles (10' minimum)
 - Utility ports (Ports should be lined up with booths)
 - Public and non-leased areas (e.g. registration, and lounges.)
- (2) Six (6) 1/16" or 1/32" scale floor plans are to be submitted at least thirty (30) days prior to your event. Your final submission will be distributed to various operational departments to prepare for your event. A final inspection by the Fire Marshall will take place on the site.

Fog Machines

If you are using a fog machine as part of your event, there will be an additional charge for a fireguard and/or Navy Pier Technician; see your Event Manager for prevailing rates. The machine must use a water-based solution per our Fire Marshall rules. A demonstration may also be required. Please coordinate with your Event Manager.

Food and Beverage Services

Navy Pier Catering (Chicago Signature Services "CSS") is the exclusive provider of food and beverage at Navy Pier's Festival Hall Complex. All food and beverage intended for consumption within the facility must be purchased through Navy Pier Catering. This includes any food or beverage sold, served, or distributed in the licensed space.

Navy Pier Catering provides a wide variety of food and beverage options for banquet service, booth catering and concessions. Each event is assigned to a Catering Manager, who will work to create menus to meet your needs.

Any request for importing food and/or beverages must be approved in writing by Navy Pier Catering management. Such requests will be considered on a case-by-case basis and may be declined at the sole discretion of Navy Pier Catering. This includes requests for exhibitor amenities such as logo bottled water, hard candies, and sample products. Please inquire with your Catering Manager for more details.

Hazardous Demonstrations and Displays

There are guidelines for the handling and display of any hazardous materials within the Complex which are outlined below:

Hazardous Devices and Materials - The following devices and materials require pre-approval by the Complex Management:

- Heating appliances
- Fire Pits
- Lasers
- compressed gas
- compressed liquid cylinders
- gasoline
- Open Flames (including lit candles)
- Smoke-producing devices
- Welding, brazing or cutting equipment
- kerosene
- radio-active materials
- any flammable, toxic liquid, solid or gas lasers open flames (including lit candles)

Any chemical, substance or material deemed hazardous by O.S.H.A. must be accompanied with appropriate Material Safety Data Sheets (M.S.D.S.). You may keep only a limited supply of these materials in the demonstration device and cannot store them at Navy Pier.

Hazardous Displays - The following displays require pre-approval by the Complex Management. This includes any demonstration which involves the following:

- any welding, brazing or cutting equipment
- heating appliances
- lasers
- open flames (including lit candles)
- fire pits
- smoke-producing devices

If approval is granted, a demonstration must be performed in advance to insure there is no danger to any person or object. Plexiglas or similar protection must be utilized wherever sparking may occur. Fire extinguishers may also be required. Indoor demonstrations involving the use of any L.P. gas (including propane or butane) are strictly prohibited at Navy Pier by the orders of the Chicago Fire Department. Except as authorized by the City of Chicago in relation to outdoor heaters, no L.P. gas (including propane or butane) are allowed on Navy Pier premises.

Please submit your written request for such demonstrations or displays to your Event Manager sixty (60) days before your event.

Insurance

Each event is required to secure insurance coverage that meets the contracted requirements. The standard minimum insurance coverage detailed below, might require additional coverage due to the nature of the event.

Certificate(s) of insurance with the following coverage is required as part of your License agreement. All events using Halls A or B, Terraces A or B, meeting rooms, Lakeview Terrace, the Rooftop or the Aon Grand Ballroom must meet the four (4) insurance requirements below. Please see your license agreement for a more complete description. Please submit certificate of insurance evidencing the following insurance coverage to your Event Manager at least 60 days prior to your event:

Commercial General Liability insurance naming the "Metropolitan Pier and Exposition Authority", "Navy Pier, Inc.", SMG and their board members, officers, agents and employees (the "Insured Parties") as an additional insured, containing a waiver of subrogation in favor of the Insured Parties and having a severability of interest and endorsement and including, but not limited to, coverage for personal and advertising injury and contractual liability with limits of not less than \$1 million combined single limits for bodily injury and property damage per occurrence.

Motor Vehicle Liability insurance coverage for hired and non-owned automobiles in your name covering all vehicles used in connection with your operations at the Navy Pier facility with limits of not less than: \$1 million combined single limits for bodily injury and property damage per occurrence.

Workers' Compensation insurance with statutory benefits and Employer's Liability Insurance in your name containing a waiver of subrogation in favor of the Insured Parties executed by the insurance company with limits of not less than:

- a. \$500,000 per accident, per employee by disease; and
- b. \$500,000 aggregate by disease.

Additional Requirements The insurance policies must be from companies having a rating of A- or better (with a class rating of "VII" or better) as listed in the most recent edition of Best's Insurance Reports published by A.M. Best Company and adequate to fully protect Navy Pier from and against any and all claims, demands, actions, liabilities, damages, losses, costs and expenses covered by your insurance policies.

Keys

All requests for keys should be directed to your Event Manager and will be issued upon request. Please return all keys to your Event Manager before vacating the Complex. You will be charged a \$250 re-coring fee per door if any keys are not returned. If you wish to re-core a room during your event, a \$75 per door charge will be incurred. This charge includes the cost of the materials and the labor to re-core the door.

Labor

All areas of Navy Pier including all event space located within "the Complex" is governed by union rules and regulations. See Section 4 (Union Labor) for details.

Loading Docks

The Complex has ten (10) loading docks and one (1) drive-on access ramp to the show floor. The Complex reserves the right to the use of two bays. The following regulates the use of the docks:

Scheduling of Docks – the Complex Management schedules all dock areas. If there are (2) or more events requiring loading dock access, they will work with you and your show contractor to provide a mutually agreeable dock utilization schedule. Typically a Festival Hall B event will utilize (3) bays while a Festival Hall A event will utilize (5) bays.

No Parking - Unauthorized vehicles on the loading dock will be ticketed and/or towed at the owner's expense.

Logo/Naming Rights

The use of the Navy Pier logo is exclusively reserved for Navy Pier Sponsors/partners. However, you may use the name "Navy Pier" to describe geographic location of your event. For example, "The XYZ event taking place at Navy Pier". The "Navy Pier's XYZ Event" is not acceptable.

All events held in the Aon Grand Ballroom must be marketed and described as being held in the "Aon Grand Ballroom" or in the "Aon Grand Ballroom at Navy Pier".

Any use of Navy Pier images and the use of the name Navy Pier must be approved by Navy Pier/SMG prior to publishing/printing.

Meeting Rooms

Equipment provided in meeting rooms varies according to your license agreement. Please refer to your license agreement to determine what equipment and services are provided:

How to Order a Room Set up - Your Event Manager must receive the specifications for your room setup at least thirty (30) days prior to your event. Please provide the room set along with electrical and audio needs when submitting your specifications. If a request is not made in writing at least 30 days prior to the event date, then Navy Pier cannot guarantee all requests will be met. Please keep in mind that Navy Pier has a limited inventory.

The first setup of a meeting room is included in the license fee. Changes to that set, including the addition or removal of equipment, will be charged a set change fee.

Movable Walls - Authorized Complex personnel may only perform movement of walls. If a room has movable partitions and you wish to divide the space, please include how you would like the rooms divided in your specifications. The initial set of the movable walls is included at no charge. Any changes to the initial set will be charged at the then prevailing labor rates. This includes the partition wall between Hall A and B.

Meeting Room Access - Your Event Manager will provide keys if you need to lock the meeting rooms. Any "lock-outs" should be communicated to your Event Manager and the option to re-core a room is also available at a cost. Navy Pier strongly suggests you request a "lock-out" of any room used to store equipment such as computers or audio visual equipment. Please see the "Key" section for additional information on our key policy.

Merchandising

Navy Pier, Inc.® retains all rights to the sale of Navy Pier® and souvenirs within the Complex. You may sell items closely related to the purpose of the event within the four walls of your licensed space only.

Motorized Vehicles

Power driven vehicles such as forklifts, man lifts, pallet jacks and carts are not allowed in any carpeted areas inside the Complex. For carpeted areas that must be reached by motorized vehicle (e.g. sign hanging or banner installation), you must provide protection directly on the carpet and on the wheels of the vehicle. In accordance with Chicago Fire Code, no motorized vehicles such as forklifts, man lifts or scooters can be stored in an occupied space during move in, show and tear out.

Please note that the weight restrictions in the Terraces outside Festival Hall are 100 psf., lifts of any kind exceeding this weight limit will not be permitted to be used within the space. (see Building Specifications)

Move-in and Move-out Dates

If you require additional move-in or move-out dates for your event, please contact your assigned Sales Manager to check availability and pricing. Requests for an early move-in or late move-out should also be done in writing and sent to both your Sales Manager and Event Manager. Additional charges may apply to any extension of originally contracted dates and/or times.

Parking

There are two enclosed parking garages at Navy Pier that can accommodate up to 1,750 vehicles.

Self-Parking - Self-parking is available on a first-come, first-serve basis at the then prevailing rate.

Valet Parking - Valet parking may be arranged through your Sales or Event Manager at the then prevailing rate. Valet arrangements must be made thirty (30) days in advance.

Reserved Parking - The East Parking Garage may be reserved for guests on a case by case basis, please contact your Event Manager for the details. This garage can accommodate up to 300 cars. Reserved parking arrangements must be made thirty (30) days in advance.

Portable Toilets

If your event requires portable toilet service, you may place toilets in outdoor designated areas at your expense. The Complex Management reserves the right to have final approval on the locations of portable toilets.

POV & Small Utility Vehicle Loading/Unloading

Exhibitors and Show Managers may unload event related materials from their own automobiles and small utility vehicles in pre-designated areas determined by the facility. Designated areas will be determined on a case by case basis depending on location of the event and other events happening at or around the same time.

Show management is responsible for ensuring an orderly flow in this area and may utilize targeted move-in times for vehicles, set reasonable time limits on vehicles and numbers of vehicles that may unload at one time. They may also determine routing with approval from the Navy Pier Safety and Security Department. Vehicles will be allowed a maximum of 20 minutes in the loading area, and vehicles may not at any time be left unattended in the designated areas.

Public Access Area

The first floor lobbies of the Festival Hall (Lobby 1, Lobby 2 and Lobby 3), 1st level south walkway to the Aon Grand Ballroom are public spaces and must remain accessible at all times to the general public visiting Navy Pier. No Exhibit Booths will be allowed in these areas for display by orders of the City of Chicago Fire Department.

Pyrotechnics

Pyrotechnics are not allowed indoors under any circumstances (including sparklers).

Residual Matters

Any matters not expressly covered by the Rules and Regulations set forth herein shall be determined by the Complex Management. At any time, Navy Pier reserves the right to amend or otherwise change these Rules and Regulations.

Rigging

Navy Pier is the exclusive in-house rigging contractor for production events taking place within the Festival Hall Complex. Our production personnel is experienced and equipped to handle all rigging needs and responsible for the approval of all rigging systems to be used within the complex.

Our in-house technicians will be the exclusive source for the installation and dismantle of all production rigging points. The point will be considered to be the steel cabling used to wrap or to be affixed around the structural beams of the facility. Hoist motors must be provided by the facility, although truss is not an exclusive service, it is an available rental item; call please for a quote. Contact your Event Manager with questions.

Security

Navy Pier maintains 24-hour security for building perimeter areas and parking areas. Navy Pier also opens and secures the building and monitors traffic flow. Your licensed space is not secured by Navy Pier. Security and Navy Pier will not be responsible for any theft, injury or damage in such space. You must contract with an approved, licensed and bonded Illinois security firm to provide security service for your event. Final approval for any security plan rests solely with the Director of Security.

Control of Licensed Space - You are responsible for employing a licensed and bonded Illinois security firm to control movement of guests, maintain safety of guests, and secure event property, including materials delivered, stored or waiting for pick-up.

Security Plan - You must submit a written security plan to your Event Manager at least thirty (30) days prior to your event. Your security plan should consider the following factors (although not all-inclusive):

- Crowd Size
- Nature of event
- Security needs for similar events
- Time of event
- Searches
- Money collection
- Ticket Sales or Public Event
- Venue access points
- Alcohol consumption

All security arrangements are subject to the approval of Complex Management and the Director of Security for Navy Pier. Complex Management or the Director of Security reserves the right to require Chicago Police Officers for your event at your cost.

Licensed Security Companies - All outside security companies retained for your show must be licensed by the State of Illinois and must provide proof of insurance. All event security officers must be identifiable by uniforms jackets or shirts. Armed guards are NOT permitted on the Facility grounds without prior approval of the Director of Security.

Aon Grand Ballroom, Lakeview Terrace, the Rooftop and East End Plaza Security Requirements - All events held in the above spaces are required to hire Chicago Police Officers for the duration of the event at your cost. The number of officers will be determined by the Director of Security, who will consider all relevant information (# of guests, type of event, use of alcohol, etc...) and if any private security is being provided. Your Event Manager will arrange this (CP) for you.

Weapons and Firearms - No weapons or firearms are allowed at Navy Pier. Exceptions may be made for certified law enforcement officers, with prior approval from the Director of Security.

Capacity - Navy Pier reserves the right to deny admittance of additional guests when licensed areas are filled to capacity. Chicago Fire Department Safety regulations, city ordinances and building guidelines will govern this determination. See your Event Manager for further details.

Show Offices

Festival Hall offices are located above the exhibit floor on the South Side. Offices for show floor are accessible via stairs. There are three (3) offices for Hall A (362, 365, 366) and one (1) office for Hall B (361). Please contact your Event Manager for the use of these rooms.

Signage and Sign Hanging

Navy Pier will provide a limited amount of event directional signage for your event. The number of signs varies from season to season (up to a maximum of 16) and depending on how guests would be arriving for your event.

Your company logos and artwork may be incorporated into the sign design if it is received at least two (2) weeks in advance of your event. Logos should be formatted in the following files: TIFF (generic), EPS (generic), Adobe Photoshop, Adobe Illustrator, JPEG and Quarkxpress (for layout only).

Any sign material to be hung must be approved in advance by the Complex. Any requests to hang must be submitted in writing at least thirty (30) days prior to your event and must be accompanied by a floor plan or diagram, along with weights per point. If the request is unusual or for a significant amount of weight, the Complex Management will require that you obtain the approval of a structural engineer at your expense. No unapproved signs or materials, including trussing and décor will be allowed to be hung.

Any electrical signs must have a permanent nameplate stating the dimensions, weight, and maximum amp load and must be approved by Navy Pier, please see your Event Manager for details prior to hanging.

Smoking Policy

Navy Pier is proud to be working toward Sustainable Sites Initiative (SITES) certification. Part of this commitment is grounded in a desire to promote the health and well-being of our guests and staff. The SITES® program encourages projects that consider how their design decisions improve accessibility and inclusivity, build stronger communities, improve health and well-being, and create or renew a sense of stewardship toward nature. As part of this endeavor, Navy Pier is a no-smoking facility, except for three (3) strategically placed designated smoking areas along the north side of Navy Pier. Temporary smoking locations within a licensed event space may be approved in advance of the event date. Please check with your Event Manager for a map of the smoking locations or if you would like to request a smoking location within your licensed event space be submitted for consideration.

Sponsorship Guidelines

Navy Pier has various Pier-wide Sponsors who are entitled to advertising and promotional exclusivity in public spaces. Contact your Event Manager for current sponsor list or visit the Navy Pier website at: www.navypier.com for a current list of Pier-wide sponsors.

Your event sponsors may compete directly with the Navy Pier sponsors however; signage including such sponsors may only be displayed within your licensed space. Only title and presenting sponsors that do not compete with Navy Pier partners may be included on directional and event signage outside of the licensed space.

In the event a competing sponsor is a title or presenting sponsor, written approval will need to be obtained from Navy Pier to allow sponsor's name/logo on signage outside the licensed space.

Storage

The Complex has very limited storage space available. See below for a brief description of each location:

Aon Grand Ballroom - If you require storage space in the Aon Grand Ballroom, please see your Event Manager who will assist you in finding a location approved by the City of Chicago Fire Department.

Festival Hall - Limited crate storage is available in the loading dock bays. Crate storage is not allowed inside the exhibit halls.

Meeting Rooms - Meeting rooms may be used as storage in limited situations. Please check with your Event Manager regarding your proposed use before making arrangements to store there.

Exhibit Floor Storage - Storage of any kind is forbidden inside the display area, behind the back drapes, or beyond the display wall. Only a one (1) day supply of operational and advertising material may be stored inside the exhibit.

Taxes, Licenses and Permits

All clients and exhibitors must pay all City of Chicago and State of Illinois taxes, if applicable to your event, which may include sales taxes, rental tax, and amusement taxes. Clients are also responsible for the Telecommunication Infrastructure Tax (TIF) when requesting any phone or internet service. All clients are responsible for obtaining applicable permits and licenses and for ensuring that their subcontractors and/or exhibitors obtain applicable licenses and permits.

The applicable city and state taxing and licensing agencies are as follows:

City of Chicago	Illinois Department of Revenue
Department of Revenue	Sales Tax Department
121 N. LaSalle Street, Room 107	101 W. Jefferson Street
Chicago, Illinois 60602	Springfield, IL 62702
(312) 744-4747	(217) 782-7897

Tents/Canopies

A permanent tent is in place on the Lakeview Terrace Rooftop in the Complex and is available approximately May through October of each year and it may not be removed or relocated. Due to City of Chicago restrictions, activity in the Rooftop is prohibited after 11:30 pm, this includes alcohol distribution and amplified sound. This tent is not cooled or heated.

If you are planning on installing a tent or canopy for an event in the Complex, it must be approved in advance. Please submit your request for a tent or canopy in writing a minimum of thirty (30) days prior to your event along with a floor plan/diagram/ and permit. Note: City permits and floor plans are required for tent sizes over 400 square feet.

Ticket Sellers/Ticketed Events

Navy Pier can provide Ticket Selling Services for your public/consumer shows, performances, or other events open to the general public. Navy Pier shall be entitled to reimbursement for the actual cost of such sales, including wages plus an administrative overhead of such wages, any credit card processing charges and any applicable taxes. In addition, Navy Pier can hold all such collections to secure payment to you of all amounts due to Navy Pier or for which you are liable to Navy Pier, and Navy Pier will first apply the money collected to such payments. After Navy Pier applies the money collected to pay off such amounts, Navy Pier will pay over to you any excess sales or bill to you if your charges exceed the amount collected from ticket sales. Navy Pier will only release tickets to you upon receipt of payment for the total ticket price, including taxes. Navy Pier ticket sellers will not release any tickets without payment in full in the form of cash, certified or cashier's check, or acceptable credit card (if credit card services are then available at Festival Hall). Please contact your Event Manager for Ticket seller hourly rates and to schedule the appropriate number of Ticket sellers. If you choose to bring in a ticket seller provider, you will be subjected to a surcharge to be included in the estimation of service charges for the Event.

Truck Marshaling

Trucks and busses may be staged at the 31st & Lake Shore Drive McCormick Place lot for a daily fee. For more information and directions, please call (312) 808-3125.

Vehicle Display

Any vehicle or equipment, which has a fuel tank and is part of a display, must have a locking gas cap and contain no more than 1/8 tank of fuel. A vehicle battery must be disconnected once it is positioned, and it cannot be driven during show hours. Gas caps must be locked and/or taped. Refueling may be done outside of the Complex only.

Videotaping

Videotaping is performed by IBEW Local 1220, Broadcast Engineers. For more information please contact your Event Manager.

Wi-Fi / Internet

Complimentary Wi-Fi is no longer available on the exhibit floor, meeting rooms, Aon Grand Ballroom, Lakeview Terrace or other rentable space within the Complex. Exhibitors and guests have the option of purchasing Navy Pier Premium Wi-Fi to gain access to Wi-Fi in these areas for a minimal cost.

Complimentary Wi-Fi will continue to be available in public space within the Complex.

Section 3 – Exhibitor Rights

The Exhibitors and Show Management, using their own full-time employees, may perform work in a booth of any size. The employees can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by Navy Pier. In addition to the work currently performed, they may also begin performing the following work within the booth:

- Setting up and dismantling exhibits;
- Assembling and disassembling materials, machinery or equipment;
- Installing all signs, graphics, props, other decorative items and Show Manager or Exhibitor drapery, including the skirting of tables;
- Delivering, setting up, plugging in, interconnecting and operating Show Manager or Exhibitor electrical equipment, computers, audio-visual devices and other equipment;
- Skidding, positioning and re-skidding all Show Manager and Exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles at designated Navy Pier docks using their owned, non-motorized, non-hydraulic hand trucks and dollies.

Section 4 – Union Labor

The following labor rules apply to jurisdictions performed in all areas. Please note that these are guidelines to give you general parameters. We are here to assist with clarification, please contact your Event Manager.

Carpenters Local #10 – UCBJA

Carpenters are responsible for any “hard set” construction on or off the stage. Any scaffolding over 10’ and carpeting of all areas within a production.

Decorators Local #17 - USWA

Decorators are responsible for installing signage, banners, bunting, and pipe & drape for productions. Decorators are generally responsible for all “soft goods”.

*Electricians Local #134 – IBEW

The Electricians have two different areas of jurisdictions the first being the trade show and the second being the production area. In production areas the electrician will deliver power drops from floor ports or bus ducts. They will also handle any electrical connection that cannot be accomplished by simply plugging into a finished receptacle. They will also be responsible for turning on house power and facilitating the house lights. In the trade show they will handle power and assembly of any electrical device. They will be responsible for delivery of power to any registration area, show offices, general decorative or ambient lighting and any other areas that cannot be defined as “Production Areas”.

Machinery Riggers Local 136 – NP Exclusive

Riggers are responsible for uncrating, positioning and skidding of all large machinery. They are generally not required for business meetings or productions. Primary focus is on trade show booths and large equipment. Riggers are also responsible for movement of cars during automotive meetings and events.

IATSE Projectionist & Video Technicians Local #110

Projectionists have jurisdiction over all video projection. Local #110 projectionists may also operate video tape decks and video switchers as long as no live cameras are connected to the switcher. The rule of thumb for General Sessions is one projectionist per screen, but compromises may be negotiated for larger shows. For breakout rooms, service projectionists will be assigned to set, service and strike multiple rooms, generally 1 person per 3-4 rooms, dependent on the amount of equipment and geographic proximity of the rooms needing service.

IATSE Stagehand Local #2 – NP Exclusive

Stagehands have jurisdiction over all things theatrical, such as rigging, lighting, audio, and scenic. Stagehands have also jurisdiction over Teleprompters for business meetings. For most productions you will be expected to have at least one head of dept. for lighting, audio, and perhaps scenic on your running crew. Props moves will require additional hands, as will spot calls, entertainment setup/ strike, and scenic resets. Of course stagehands will also provide all of the setup and strike labor for departments in their jurisdiction. Stagehands are required to build all projection screens over 14’ wide.

Teamsters Local #727

This workforce will unload the trucks at the loading dock or outside the ballroom, operate forklifts, and move freight from the truck to the dock. In most cases the stage crew will accept the freight after it leaves the truck.

IBEW Video Production Local #1220

Any time a live camera source is introduced into the production system Local 1220 engineering personnel will be required to operate a production switcher or asynchronous AV switchers/scalers. If there are no live camera elements involved in a show then the jurisdiction falls to IATSE #110 Projectionists. IBEW 1220 provides camera operators, video engineers, video switchers, media playback and record, and video utility techs. A show with IMAG and tape usually requires a TD/Switcher, Engineer/Shader, and a Video Tape Operator, plus all Camera Operators.

*Production Area: An area used for live or programmed presentations such as general sessions, meetings, entertainment, demonstrations or other performances using powered lights, sound and/or AV equipment.

Carpenters Local 10 - Work Rules and Conditions

Minimum Call

For special event calls:

- Minimum call shall be four (4) hours per employee on installs
- Minimum call shall be four (4) hours per employee on strikes
- No staggering of work to avoid overtime
- All wage calculations are based on increments of one-half (1/2) hour

Breaks

Daily Lunch period

- Not to exceed 30 minutes off the clock
- Monday-Saturday 11:30am-12Noon
- Sunday 12 Noon - 12:30pm
- 15-minute wash up on the clock at end of day

Add an additional 30 minute unpaid meal to any employee required to work six (6) hours beyond first meal. Second meal period guarantees two (2) hours of return work or pay rate will be at DT following second meal.

ST – Standard Time (Base Rate)

First eight (8) hours of work Monday-Friday between 8am-4:30pm

OT – Overtime (1.5x Base Rate)

- Weekdays between 4:30pm-8:30pm, except labor that has not worked at least eight (8) hours of straight time that day, they will be paid DT after 6:30pm
- If continuing an 8 hour call (ie. 10:30am-6:30pm), then Monday-Friday 4:30pm-8:30pm will be at OT
- All hours on Saturday 8am-4:30pm

DT – Double Time (2x Base Rate)

- Labor that has not worked at least eight (8) hours of straight time that day will be paid DT after 6:30pm
- All hours worked on a Sunday
- All hours after a meal period where two (2) hours of return work are not offered
- All hours worked on designated holidays

Holidays

All work performed will be paid in DT for the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Carpenter – UBCJ Local 10			
Four (4) Hour Minimum Call	MON-FRI All work between 8am- 4:30pm	MON-FRI All work between 4:30pm-8:30pm when calls start at 8am, 9am or 10am	MON-FRI After 6:30pm on any calls not starting at 8am, 9am or 10am All hours worked between 8:30pm-8am on any day
½ hour billing increments		SAT First eight (8) hours of any call up until 8:30pm	SAT After eight (8) hours worked
MEAL PERIOD Not to exceed 30 minutes off the clock			SUN All work performed
			HOLIDAYS All work performed

USWA Decorators Local 17 - Work Rules and Conditions

Minimum Call

Minimum call shall be four (4) hours per employee

Minimum Crew

Unless additional manpower is required due to time restraints or excessive amounts of material there can be a two (2) person crew for drape goods under 16 feet in height and a three (3) person crew for drape goods over 16 feet in height.

Breaks

Daily Lunch period

- Not to exceed 30 minutes off the clock
- Monday-Saturday 11:30am-12 Noon
- Sunday 12 Noon - 12:30pm
- 15-minute wash up on the clock at end of day

Add an additional 30 minute unpaid meal to any employee required to work six (6) hours beyond first meal. Second meal period guarantees two (2) hours of return work or pay rate will be at DT following second meal.

ST – Standard Time (Base Rate)

First eight (8) hours of work Monday-Friday between the hours of 6am-10pm

OT – Overtime (1.5x Base Rate)

- After the first eight (8) hours of work Monday-Friday
- All hours worked Monday-Friday occurring between 10pm-12am
- All hours worked on Saturday until Midnight

DT – Double Time (2x Base Rate)

- All hours Monday-Saturday for work that occurs between 12am-6am
- All hours worked on a Sunday
- All hours worked on designated holidays

Holidays

Employee will be paid DT for hours worked plus eight (8) hours of ST holiday pay for the following holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Decorators – USWA Local 17			
Four (4) Hour Minimum Call	MON-FRI 1 st eight (8) hours of any call between 6am-10pm	MON-FRI Any eight (8) hours worked between 6am- 10pm. Any work between 10pm and 12Midnight	MON-FRI All work performed between 12Midnight and 6am
½ hour billing increments		SAT First eight (8) hours worked	SAT After eight (8) hours worked
MEAL PERIOD Not to exceed 30 minutes off the clock			SUN All work performed
			HOLIDAYS All work performed

Electricians Local 134 – Work Rules and Conditions

Minimum Call

Minimum call shall be four (4) hours per employee

Jurisdictions

Have two (2) areas of jurisdiction. The Trade Show & the Production Area. In all cases they are responsible for delivery of all power.

Breaks

Daily Lunch period

- Not to exceed 30 minutes off the clock
- Monday-Saturday 11:30 am -12 Noon
- Sunday 12 Noon - 12:30pm
- 10-minute wash up on the clock at end of day

Holidays

Employee will be paid DT for hours worked plus eight (8) hours of ST holiday pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

OT – Overtime (1.5x Base Rate)

- After the first eight (8) hours of work Monday-Friday
- All hours worked Monday-Friday occurring between 10pm-12am
- All hours worked on Saturday until Midnight

DT – Double Time (2x Base Rate)

- All hours Monday-Saturday for work that occurs between 12am-6am
- All hours worked on a Sunday
- All hours worked on designated holidays

ST – Standard Time (Base Rate)

First eight (8) hours of work Monday-Friday between the hours of 6am-10pm

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Electricians IBEW Local 134			
Four (4) Hour Minimum Call	MON-FRI 1 st eight (8) hours of any call between 6am-10pm	MON-FRI After eight (8) hours worked between 6am- 10pm. Any work between 10pm-12Midnight.	MON-FRI All work performed between 12Midnight and 6am
½ hour billing increments		SAT All work performed	SUN All work performed
MEAL PERIOD Not to exceed 30 minutes off the clock			HOLIDAYS All work performed

Machinery Riggers Local 136 – Work Rules and Conditions

The Machinery Riggers are responsible for uncrating, positioning and skidding of all large machinery. They are generally not required for business meetings or productions. They are primarily focused on trade shows booths and large equipment. Riggers are also responsible for movement of cars during automotive meetings and events.

NOTE: This group does not handle theatrical rigging or any overhead rigging on a trade show.

Breaks

Daily Lunch period

- not to exceed 30 minutes on the clock
- 15-minute wash up on the clock at end of day

Holidays

All work performed will be paid in DT for the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

ST – Standard Time (Base Rate)

First eight (8) hours of work Monday-Friday between the hours of 6am-10pm

OT – Overtime (1.5x Base Rate)

- After the first eight (8) hours of work Monday-Friday
- All hours worked Monday-Friday occurring between 10pm-12am
- All hours worked on Saturday until Midnight

DT – Double Time (2x Base Rate)

- All hours Monday-Saturday for work that occurs between 12am-6am
- All hours worked on a Sunday
- All hours worked on designated holidays

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Machinery Riggers – Local 136			
Four (4) Hour Minimum Call	MON-FRI 1 st eight (8) hours of any call between 6am-10pm	MON-FRI After eight (8) hours worked between 6am- 10pm. Any work between 10pm-12Midnight.	MON-FRI All work performed between 12Midnight - 6am
½ hour billing increments		SAT All work performed	SUN All work performed
MEAL PERIOD Not to exceed 30 minutes off the clock			HOLIDAYS All work performed

IATSE Local 110 - Work Rules and Conditions

Minimum Call

The minimum call is eight (8) hours for rehearsals and presentations

Standard Time (ST) (Base Rate)

Up to eight (8) hours of work Monday-Friday between the hours of 8am-12 Midnight

Premium Time (OT) (1.5x Base Rate)

- After eight (8) ST hours on one day (consecutive hours)
- First eight (8) hours worked between 8am-12 Midnight Saturdays and Sundays (except as provided in next section entitled Double Time (DT))

Double Time (DT) (2x Base Rate)

- All work between 12 Midnight and 8am on any day
- After eight (8) hours of premium time work (OT) on Saturdays and Sundays
- On workdays beginning prior to 4am DT will be in effect until eight (8) hours rest is given
- All hours and performances on any short turnaround
- All hours and performances on designated holidays

Replacement

An operator who has worked eight (8) hours is not to be replaced with a new operator for the purpose of avoiding the payment of the overtime rate

Meal Breaks

Employee should receive a one (1) hour meal break, not before four (4) hours of work. Meal time is on the clock

Call Times

Calls can start and finish on the ½ hour, however, minimum billing rate is one (1) hour for any fractions of an hour

Short Turnaround Penalty

If any employee is called back to work with less than a full eight (8) hour break between calls a short turnaround penalty will be incurred until a full eight (8) hour break is granted. The penalty wage rate is (DT) 2x base rate for all hours worked.

Holidays

All work performed will be paid in DT for the following holidays:

New Year's Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Christmas Eve/New Year's Eve after 4pm

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Projectionists - IATSE Local 110			
Eight (8) Hour Minimum Call Except some service calls at five (5) hours	MON-FRI 1 st eight (8) hours of any call between 8am-12 Midnight	MON-FRI After eight (8) hours of ST between 8am- 12Midnight	MON-SUN Any work between hours of 12Midnight-8am
One (1) Hour billing increments		SAT-SUN 1 st (8) hours of any call between 8am- 12Midnight	MON-SUN On any call beginning prior to 4am DT will be paid until 8 hour break is granted
MEAL PERIOD All hours on-site are billed on the clock. While the projectionists do not have a penalty policy reasonable break timetable should be established			MON-SUN SHORT TURNAROUND On any call back with less than eight (8) hour break DT will be paid until full eight (8) hour break is granted
			SAT-SUN After eight (8) hours worked
			HOLIDAYS All work performed

IATSE Local 2 - Work Rules and Conditions

Minimum Call

The minimum call shall be eight (8) consecutive hours, except on a day when a performance is worked; then employees may be called to work immediately before or after the performance and shall be paid the prevailing rate for actual hours worked in excess of the performance call.

Standard Time (ST) (Base Rate)

- Up to eight (8) hours of work Monday-Friday with a starting time between 8am-12 Midnight
- Saturday 8am-5pm including rehearsals

Premium Time (OT) (1.5x Base Rate)

- After eight (8) hours on one ST day (consecutive hours)
- After 40 ST hours in one (1) week
- Saturdays after 5:00pm (all hours and performances)
- Sundays between 8am-5pm
- Performances after 5pm Saturday
- Performances Sunday between 8am-5pm

Double Time (DT) (2x Base Rate)

- All work between 12 Midnight and 8am on any day
- After eight (8) hours of premium time work
- If employees work from 12 Midnight and continue into next day past 8am DT shall continue until eight (8) hour break is granted
- Sundays after 5pm (all hours and performances)
- From 6am until 8am on any work day DT will be in effect. Hours are cumulative
- On any work day prior to 6am DT will be in effect until eight (8) hours rest is given
- All hours and performances on any short turnaround
- All hours and performances on designated holidays

Screen Call

Set up or strike screen only. (10.5' x 14' or larger) shall be paid at one (1) performance at the prevailing rate. The call may extend one (1) additional hour from the defined performance at no additional cost (up to four (4) hours)

Short Turnaround Penalty

If any employee is called back to work with less than a full eight (8) hour break between calls a short turnaround penalty will be incurred until a full eight (8) hour break is granted. (DT) 2x base rate for all hours worked

Performance Defined: The word "performance" shall be construed as a period of three (3) consecutive hours, or less, used by the Employer for actual entertainment (i.e. production shows, shows with featured motivational speaker, musical acts, ticketed events, award ceremonies with a cue caller) or as directed by specific agreement between Local Two and the employer. If the performance runs more than (3) hours, the applicable hourly rate shall be paid for each additional hour or fraction thereof.

Meal Breaks

One (1) hour must be given no less than three (3) and no more than five (5) hours into the call (or from last meal). If no meal is given, a penalty of one (1) hour at the base rate will be charged plus one (1) hour at the prevailing rate for each hour worked until a meal break is provided. In lieu of one (1) hour meal break, employer may provide a meal on the clock. If the workers are broken for one (1) hour, they shall have a three (3) hour minimum return call.

Holidays

All work performed will be paid in DT for the following holidays: New Year's Day, President's Day, Columbus Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, Presidential Election Day

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Stagehands * IATSE Local 2			
Eight (8) Hour Minimum Call <u>Except Performance Call and Screen I & D Call</u>	MON-FRI 1st eight (8) hours of any call between 8am-12 Midnight	MON-FRI After eight (8) hours of ST between 8am-12Midnight	MON-SUN Any work between hours of 12Midnight-8am Any work after eight (8) hours of OT is exceeded
One (1) Hour billing increments	SAT 1st eight (8) hours of any call between 8am-5pm	SAT After eight (8) hours of ST any work after 5pm - 12Midnight	MON-SUN DT is in effect on calls between 6am-8am. On any call beginning prior to 8am DT will be paid until eight (8) hour break is granted
MEAL PERIOD Meal breaks are off the clock only if one hour walk away is granted may be after 3 rd hour or no later than the 5 th hour. Otherwise, stay on the clock. Penalty is assessed for each hour until break is granted.		After 40 Hours of ST On a Mon-Sat week where 40 ST hours have been exceeded	MON-SUN SHORT TURNAROUND On any call back with less than eight (8) hour break DT will be paid until full eight (8) hour break is granted.
			SUN After eight (8) hours of OT; any work after 5pm until 8am Monday
			HOLIDAYS All work performed

Teamsters Local 727 - Work Rules and Conditions

Minimum Truck Loading Crews

Trailers and off-the-street loads

Truck loaders work minimum four (4) man crews on a four (4) hour minimum call. However if a call exceeds four (4) hours in any increment the minimum pay shall be six (6) hours.

Straight trucks (24'-30') and dock loads

May qualify for three (3) man crews on four (4) hour minimum. However, if a call exceeds four (4) hours in any increment the minimum pay shall be six (6) hours.

Smaller Trucks (14-16') with "roll off" loads

May qualify for two (2) man crews on four (4) hour minimum. However, if a call exceeds four (4) hours in any increment the minimum pay shall be six (6) hours.

Breaks

Daily Lunch period

- not to exceed 30 minutes on the clock
- 15-minute wash up on the clock at end of day

ST – Standard Time (Base Rate)

First eight (8) hours of work Monday-Friday between the hours of 6am-10pm

OT – Overtime (1.5x Base Rate)

- After the first eight (8) hours of work Monday-Friday
- All hours worked Monday-Friday occurring between 10pm-12am
- All hours worked on Saturday until Midnight

DT – Double Time (2x Base Rate)

- All hours Monday-Saturday for work that occurs between 12am-6am
- All hours worked on a Sunday
- All hours worked on designated holidays

Holidays

All work performed will be paid in DT for the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Teamsters IBT - Local 727			
Four (4) Hour Minimum Call However, if a call exceeds the 4 th Hour in any increment, the minimum pay will be 6 hours	MON-FRI 1 st eight (8) hours of any call between 6am-10pm	MON-FRI 1 st eight (8) hours of any call between 6am-10pm Any work between 10pm and 12 midnight	MON-FRI All work performed between 12Midnight and 6am
½ Hour billing increments		SAT All work performed	SUN All work performed
MEAL PERIOD Not to exceed 30 minutes off the clock			HOLIDAYS All work performed

IBEW Local 1220 - Work Rules and Conditions

Different terms and rates may apply for sporting events, public concerts, television broadcast and webcast.

Minimum Call

- Minimum call is eight (8) hours
- All hours are on the clock
- Minimum billing increment is one (1) hour

Standard Time (ST) (Base Rate)

Up to eight (8) hours of work Monday-Friday with a starting time between 8am-12 Midnight

Premium Time (OT) (1.5x Base Rate)

- After eight (8) hours on one ST day (consecutive hours)
- Saturdays and Sundays (except during hours described in next section describing Double Time (DT))

Double Time (DT) (2x Base Rate)

- All work between 12 Midnight and 8am on any day
- After eight (8) hours of premium time work (OT) on Saturdays and Sundays
- On Workdays beginning between Midnight and 3am DT will be in effect until eight (8) hours rest is given
- Any day where hours on clock exceed 14 hours
- All hours and on any short turnaround
- All hours and on designated holidays

Short Turnaround Penalty

If any employee is called back to work with less than a full eight (8) hour break between calls a short turnaround penalty will be incurred until a full 8-hour break is granted. (DT) 2x base rate for all hours worked.

Meal Breaks

A one (1) hour paid meal period should be given no later than the end of the 5th hour of work. Additional breaks should be granted no later than five (5) hours after the previous break. A supplied or catered meal with a 1/2 hr. break will count as a full meal break. If no break within an eight (8) hour call - one (1) ST hour will be added.

Travel Pay, Mileage, Per Diem & Expenses may apply to jobs outside a 50 mile radius of Chicago City Hall, Per Quote.

Holidays

New Year's Eve and Day, Martin Luther King Jr's Birthday, Veteran's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve after 4pm and Christmas Day

CHICAGO LABOR LOCAL	ST STANDARD TIME STRAIGHT TIME BASE RATE	OT OVERTIME PREMIUM TIME (1.5X) BASE RATE	DT DOUBLE TIME (2X) BASE RATE
Video Production – IBEW Local 1220			
Eight (8) Hour Minimum Call	MON-FRI 1 st eight (8) hours of any call between 8am-12 Midnight	MON-FRI After eight (8) hours of ST between 8am-12Midnight	MON-SUN Any work between hours of 12Midnight- 8am
One (1) Hour billing increments		SAT-SUN 1 st eight (8) hours of any call between 8am-12Midnight	MON-SUN On any call beginning prior to 4am DT will be paid until eight (8) hour break is granted
MEAL PERIOD All hours on-site are billed on the clock. Meal break should be granted after 5 th hour One (1) full hour walk away or ½ hour if meal provided; one (1) additional hour at prevailing rate added for each missed meal		MISSED MEAL/BREAK One (1) hour OT may be added as penalty for missed meal break	MON-SUN SHORT TURNAROUND On any call back with less than eight (8) hour break DT will be paid until full eight (8) hour break is granted
			SAT-SUN After eight (8) hours worked on any call that exceeds 14 hours DT will be paid for any hour after
			HOLIDAYS All work performed

Section 5 – Building Specifications

Level One

LOBBY 1

Floor Load:	100 lbs per square foot (psf)
Lighting:	Incandescent and florescent
Vertical Transportation:	Passenger elevator and stairwell to Terrace A West
Features:	Located off of Entrance #1 providing access to Festival Hall A

LOBBY 2

Floor Load:	100 lbs psf
Lighting:	Incandescent and florescent
Vertical Transportation:	Passenger elevator, escalator, and stairwell to Terrace B
Features:	Located off Entrance #2 providing access to Festival Hall B

LOBBY 3

Floor Load:	100 lbs psf
Ceiling Height:	12'
Column dimensions:	16'6" on center N-S, 16'3" on center E-W
Floor:	Tiled and carpeted
Lighting:	Incandescent lighting 100 watt
Vertical transportation:	Two passenger elevator and 1 service elevator

Aon GRAND BALLROOM LOBBY

Space:	8,112 gross square feet (gsf)
Floor Load	150 lbs psf
Ceiling Height:	First level—12'3", under lights is 11'10", under ducts is 8'
Column Dimensions:	First level—1'8" x 1'8" square Typical spacing 16'8" on center N-S Typical spacing 22'2" on center E-W
Floors:	Wall to wall carpeting
Lighting:	Incandescent lighting 100 watt
Vertical Transportation:	Passenger elevator 2000-pound capacity, 3'5" feet wide door, one divided staircase 18'7" wide on north side, one divided staircase 18'7" wide on south side

Aon GRAND BALLROOM MAIN FLOOR

Square Footage:	18,150 gsf
Ceiling Height	80 foot ceiling (at center)
Floor load:	100 lbs psf
Floor:	Terrazzo floor, carpeted perimeter 21' by 250', 57' radius to carpeted perimeter, 69' radius to wall
Lighting & Sound:	See specification sheets
Stage:	4'10.5" off main floor, 52' wide and 29'3" deep.
Dressing Rooms:	Two 24' x 11' backstage rooms
Freight Door	1 door 8'4" high and 8' wide
Vertical Transportation:	One passenger elevator in adjoining Aon Grand Ballroom Lobby, 2 sets of stairs in adjoining Aon Grand Ballroom Lobby, 2 sets of stairs in North and South towers of Aon Grand Ballroom
Electric:	400 amp 3-phase (w/neutral and ground) at North Balcony 400 amp 3-phase (w/neutral and ground) at South Balcony 100 amp 3-phase (w/neutral and ground)

Level Two

FESTIVAL HALL A

Space: 113,400 gsf
Floor Load: 250 lbs psf live load
Ceiling Height: 60' at center, 30' under low point steel area and 26' under air ducts
Column Dimensions: 24 x 24 square columns typical 90 x 90, 90 x 60, 90 x 30
60 x 60, 60 x 30
Floor: Concrete
Lighting: Metal halide
Floor Ports: Water and drains, phone outlets, electrical outlets
Overhead: Electrical

TERRACE A WEST

Space: 8,968 gsf
Floor Load: 100 lbs psf
Ceiling Height: 20' and 11'2" at lowest point
Lighting: Incandescent and metal halide
Floor: Carpeted
Electric: Please request information from Event Manager
Telecommunication: Please request information from Event Manager

TERRACE A EAST

Space: 9,732 gsf
Floor Load: 100 lbs psf
Ceiling Height: 20' and 12' at lowest point
Lighting: Incandescent and metal halide
Floor: Carpeted
Electric: Please request information from Event Manager
Telecommunication: Please request information from Event Manager

FESTIVAL HALL B

Space: 56,700 gsf
Floor Load: 250 lbs psf live load
Ceiling Height: 60' at highest peak, 28' on sides at lowest point
Column Dimensions: 30 x 30 square columns typical 90 x 90, 90 x 60, 90 x 30, 60 x 60, 60 x 30
Floor: Concrete
Lighting: Metal Halide
Floor Ports: Water and drains, phone outlets, and electrical outlets
Overhead: Electrical

TERRACE B

Space: 8,813 gsf
Floor Load: 100 lbs psf
Ceiling Height: 21' and 11'2" at lowest point
Lighting: Incandescent and metal halide
Floor: Carpeted
Electric: Please request information from Event Manager
Telecommunication: Please request information from Event Manager

FLEX SPACE – 201-207

Space: 8,330 gsf (meeting rooms vary in size based on use of moveable partitions)
Ceiling Height: 10'-12'
Floor Load: 250 lbs psf
Lighting: fluorescent and incandescent

TERRACE C

Floor Load: 100 lbs psf
Ceiling Height: 20.6', under lights 11.9' under ducts 9.8'
Column dimensions: 16.6' on center N-S, 16.3' on center E-W
Floors: second level is carpeted
Lighting: incandescent lighting 100 watt
Vertical transportation: Passenger Elevator
3' x 6' door width
6' x 9' elevator width
5' x 6' depth
6' x 10' high
Electric: second level 9 wall receptacles 120 volt 20 amp

LAKEVIEW TERRACE

Space: 15,355 gsf (80 x 220), rooftop level 27,125 gsf
Floor load: 100 lbs psf
Ceiling Height: 20.3', under lights is 14.8', under ducts is 14.8' and Under tracks is 10.10' spacing is 20.3' on center E-W and dimensions typically
Columns: 2.4' x 2.4' square
Floor: wall to wall carpet
Lighting: incandescent lighting 100 watt with dimmer
Vertical Transportation: Two divided staircase in adjoining Terrace C - one on North Side and one on South Side
Electric: Second level south side 200' 400 amp busway, 208 Volt 3 phase 5 wire

AON GRAND BALLROOM LOBBY

Space: 8,112 gsf
Floor Load: 100 lbs psf
Ceiling Height: 20.3', under lights 14.3', under ducts 13'
Column Dimensions: second level-- 1.8' x 1.8' square
typical spacing 16' on center N-S
typical spacing 22' on center E-W
Floor: wall to wall carpeting
Lighting: incandescent lighting 100 watt
Vertical Transportation: Passenger elevator 2000 pound capacity, 3.5' wide door.
One divided staircase 18.7' wide on north side, one divided staircase 18.7' wide on south side
Electric: 180' 400 amp busway 208 volt 3-phase 5 wire

Aon GRAND BALLROOM BALCONY

Square Footage: 9,700 gsf
Ceiling Height: 20', under lights is 14', under ducts is 11'
Floor: Wall to wall carpeting
Lighting: 100 watt incandescent lighting
Floor dimensions: 22' wide and 360' around
Electric: 140' 400 amp busway 208 volt 3-phase 5 wire + new 5 wire service
Telecommunications: Phone jacks are available; please see your Event Manager

Level Three

LAKEVIEW TERRACE ROOFTOP

Space: 27,125 gsf
Floor Load: 100 lbs psf
Ceiling Height: Outdoor space - no ceiling height
Columns: None
Floor: Exposed aggregate concrete
Lighting: Rooftop is mercury vapor light poles
Vertical Transportation: Second level south side 200 feet 400 amp
Electric: Busway 208 volt 3-phase 5 wire
Tent: 18' high at highest point, 11' high at lowest point
100' length x 50' wide at longest points - enclosed

MEETING ROOMS – 301-329

Space: 35,591 gsf (some meeting rooms vary in size based on use of moveable partitions.)
Ceiling Height: 10'-12'
Floor Load: 100 lbs psf
Lighting: fluorescent and incandescent