



EAC Rules & Regulations

- The Show Organizer has the right and obligation to establish and enforce equitable Rules & Regulations for Chicago Comic & Entertainment Expo for the mutual benefit of all Exhibitors and Attendees to the event.
- Exhibitor Appointed Contractors (EACs) must abide by the Rules & Regulations of the Show, Venue and those outlined in the Exhibitor Service Manual.
- EAC must complete the EAC registration process via the online EAC portal.
- Exhibitor Appointed Contractors must pay \$300 for each booth and/or meeting room location you are providing services or products for. This is an administrative expense incurred by the Show Organizer and will be paid via the online EAC portal. There will be 6% credit card fee deducted from the original amount paid if the EAC application is requested to be canceled after it has been submitted and processed.
- All workers working on behalf of an EAC must always wear the appropriate daily wristband.
- EAC affirms that they have confirmed work orders from all exhibitors for whom they are working and will not, in any manner, solicit work from other exhibitors or booths.
- EACs and exhibitors are not permitted to have electric carts or scooters in the building at any time.
- The operation or use of motorized or mechanical material handling equipment or lifts by exhibitors or their appointed contractors is prohibited.
- EAC will not remove floor marking tape until the close of the exposition.
- EAC must abide by the fire and safety and exhibit hall regulations.
- All booth designs and structures must conform to the rules and regulations in the Exhibitor Service Manual.
- Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, by **March 19, 2025**, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:
 - Commercial General Liability, including contractual liability in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 in coverage for products & completed operations aggregate. Medical expense coverage of \$10,000 per individual and damage to premises coverage of \$500,000.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
 - Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: C2E2, Chicago Comic & Entertainment Expo, Reed Exhibitions a division of RELX Inc., Freeman Expositions, LLC, and Global Spectrum, L.P. d/b/a OVG360, Ovations Food Services, L.P., the Metropolitan Pier and Exposition Authority, the Chicago Park District, and each of their respective agents, trustees, officers, board members and employees.
 - COI must include the complete facility access dates of April 9 - 14, 2025.
 - The certificate holder must be listed as: Reed Exhibitions, a division of RELX, Attn: C2E2, 401 Merritt 7, 5th Floor Norwalk, CT 06851.
- Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation prior to 4:30 pm on Thursday, April 10, 2025, to include removal of empties, and dismantle and pack prior to 10:00 am on Monday, April 14, 2025.
- Exhibitor Appointed Contractors should not violate existing labor regulations or contracts. EAC agrees to abide by all existing union contracts, regardless of dispute from a prior work engagement. Any dispute causing injury of any kind to Chicago Comic & Entertainment Expo, its agents, contractors, exhibitors, or attendees will be the full responsibility of the EAC including, but not limited to, all consequential damages arising out of such a dispute.
- The EAC shall adhere to the regulations of McCormick Place and the Show Organizer.
- To cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
- In addition, the Exhibitor Appointed Contractor shall share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
- The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.

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- The Show Organizer is the ultimate arbiter and enforcer of show rules.
- Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations and rules.
- EAC must meet all venue and general service contractor requirements to participate at Chicago Comic & Entertainment Expo.
- EAC agrees to pay all costs incurred by the official general service contractor (Freeman) or other official vendors in connection with the EAC's operation. This includes dismantle and/ or disposal of bulk trash and booth materials.
- Chicago Comic & Entertainment Expo has no responsibility whatsoever for any property at the event or any financial obligation of EAC under any circumstances.
- EAC will be denied access to the show and or trespassed from the premises if:
 - EAC breaches any of the provisions of the EAC Agreement or rules and regulations established by Chicago Comic & Entertainment Expo.
 - EACs participation at the show leads to strikes, picketing or other labor action directed at Chicago Comic & Entertainment Expo.
- Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies, and should designate a contact in the same city as the show for move-in through move-out.
- All property of the Exhibitor Appointed Contractor remains under his/her custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Chicago Comic & Entertainment Expo or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.
- EACs must be registered with and approved to do work in the state of Illinois. EACs must abide by existing labor regulations and/or contracts and all Federal/State/City laws and regulations as well as those established by the event venue and Show.
- EACs must be registered and approved by McCormick Place. If you are not an approved EAC, please email eventcontractors@mccormickplace.com to complete the registration process.