



## McCormick Place Building Entry Exit Procedure BEEP

Effective May 1, 2018 the Building Entry and Exit Procedure (BEEP) will be finalized as listed below. **Individuals will only enter MPEA properties through the designated doors. Personnel will not be allowed to enter through any other door and/or proceed through the facility to the designated location.** Cleared individuals will then receive a one-time use wristband indicating they have gone through BEEP processing. Wristbands must be worn on the wrist, no exceptions.

1. All represented labor, local EAC contractors, service desk personnel/management and official contractors will enter the facility via the following locations:
  - a. Cashier Station located at the East Ramp from Parking Lot C. Open daily from 5:00AM to 5:00PM. Effective July 1, 2018 this location will be open 24 hours each day.
  - b. Lot B - South Building labor corridor entrance. Hours will be posted when location is in operation.
  - c. 24<sup>th</sup> Place – West Building labor corridor entrance. Hours will be posted when location is in operation.
2. Out of town Event Contractors on the approved Event Appointed Contractor list (names provided in advance via email to: [eventsecurityrevisionsteam@mpea.com](mailto:eventsecurityrevisionsteam@mpea.com)) and official vendors that have not received their official show credentials will enter through the above listed locations.
  - a. EAC's that are confirmed registered guests at the Hyatt Regency McCormick Place or the Marriott Marquis Chicago may enter at Gate 4. Names must be provided in advance for verification by security and sent via email to: [eventsecurityrevisionsteam@mpea.com](mailto:eventsecurityrevisionsteam@mpea.com)
3. Contractor Managers that have approved parking on the docks will obtain their wristband of the day from the McCormick Place ramp officer.
4. Empty Crate Company and Cleaning Company Managers and staff will enter through the above listed locations. Additionally, those companies must adhere to the following guidelines;
  - a. Companies must email a list of employees working each day to [eventsecurityrevisionsteam@mpea.com](mailto:eventsecurityrevisionsteam@mpea.com). The list must include:
    - i. All supervisor's names and cell phone numbers.
    - ii. Hours and MPEA property locations scheduled to be worked.
    - iii. Full name of all employees and their work schedules.
    - iv. Corresponding **outer most** garment number for all employees working a specific shift.
    - v. All employees are required to have valid government issued identification on their person while on MPEA properties.

- b. Companies will provide each of their employees a shirt, smock or reflective vest that **MUST be worn as the outer most garment** while on MPEA property. Said garment must:
  - i. Contain the company name and an identification number on both the front and rear of the garment.
    - 1. Empty Crate Companies will wear **BRIGHT BLUE** outer garments
    - 2. Cleaning Companies will wear **BRIGHT GREEN** outer garments
  - ii. Identification number characters on the front must be a minimum of 6” in height and printed in a bold contrasting color to the garment.
  - iii. Identification number characters on the rear must be a minimum of 12” in height and printed in a bold contrasting color to the garment.
  - iv. Identification numbers MUST match the list of employees sent McCormick Place Security each shift.
  
- 5. Exhibitor access to leased space is at the discretion of Show Management/Security. Samples of all show credentials must be submitted to McCormick Place Security and Event Management.
  
- 6. McCormick Place Staff and Choose Chicago and Aramark personnel with valid credentials may be allowed entry to leased spaces. SAVOR...Chicago and Aramark personnel will enter MPEA property through their designated areas. They must wear their issued uniforms and are prohibited from covering them with an outer garment.
  
- 7. McCormick Place Benefits Card issuance:
  - a. Registered company or applicant with;
    - i. Proof of service on MPEA properties that exceeds 30 days per calendar year. Applicant must complete the McCormick Place Security Department’s application form in its entirety.
    - ii. Service of less than 30 days within a calendar year.
      - 1. Company must provide the name of each individual per event and email the information to [eventsecurityrevisionsteam@mpea.com](mailto:eventsecurityrevisionsteam@mpea.com)
      - 2. Individuals must present valid government issued identification at the designated BEEP locations. McCormick Place Security will verify their identity against the submitted list.

**Please note:** Access to leased space is at the discretion of Show Management/Security. The BEEP process outlined above does not take the place of event credentialing or access procedures.