



OPEN FOR BUSINESS

MOCK "AASO" EVENT PLAN FOR MCCORMICK PLACE

AT MCCORMICK SQUARE



MCCORMICK PLACE*
C H I C A G O



MCCORMICK SQUARE

INTRODUCTION

The purpose of this document is to provide a day-by-day plan that incorporates the **McCormick Place Re-Opening Plan** into a simulated event operations for a mid size trade show event with a max gathering of 10,000 people spread across a 9-day window.

Event Summary

- **Hotel Summary**
- **Event Manifest**

Customer Journey

- **Arrival & Departure**
- **Parking Operations**
- **Screening**
- **Registration**
- **Exhibit Hall**
- **Meeting Rooms**
- **Food Service**

APPENDIX

- **Hotel Cleanliness Policies**
 - **American Hotel & Lodging Association**
 - **Hilton Hotels**
 - **Hyatt Hotels**
 - **Marriott Hotels**
- **Shuttle Bus Information**
- **Service Counter Guards**



MOCK EVENT "AASO"

American Association of Something or Other (AASO)

1234 Main Street

Chicago, IL 60601

(312) 555-5555

www.amerassocsomethingorother.com

The American Association of Something or Other (AASO) is the nation's leading association of something or other professionals, including industry leaders, top influencers, and decision makers, making this the industry's best networking opportunity of the year. More than 530 exhibitors from over 15 countries will be showcasing thousands of something or other products and services, featuring all the innovation the industry has to offer. With education sessions throughout the event, including 100 seminars and workshops, this event offers strategic, high-level executive advice.

New this year will be the requirement that all attendees, exhibitors, contractors, as well as facility employees will wear face masks at the annual conference. Additionally, AASO will be conducting temperature checks at screening locations.

EVENT SCHEDULE



CONTRACTED SPACE

- South Building Exhibit Hall A
- Meeting Rooms:
 - S100 - S106
 - S401 - S406
 - S501 - S505
 - N426 -N427

HOTEL SUMMARY

Hotels in block with Peak Room Nights listed at each property;

W – indicates a walkable hotel

600	Hyatt Regency McCormick Place – Co-Headquarter Hotel (W)
700	Hyatt Regency Chicago – Co-Headquarter Hotel
500	Marriott Marquis Chicago (W)
200	Hilton's at McCormick Place (W)
	Hilton Garden Inn - 75
	Home 2 Suites - 75
	Hampton Inn and Suites - 50
300	Chicago Marriott Magnificent Mile
200	Courtyard Chicago Magnificent Mile
400	Hilton Chicago
190	Renaissance Blackstone Chicago Hotel

- Peak Room Nights – 3,090
- Total Room Nights – 9,929
- Total Hotels in Block – 8

Total:

3,090 Peak Room Nights

TOTAL ATTENDANCE

10,000 and estimated arrival and departure numbers via various ways

- 1,300 - attendees/exhibitors staying at walkable hotels
- 2,000 - approximate total drive-in assuming that 20% of attendees/exhibitors are within a days drive to Chicago
- 2,500 – walking/riding to center from various ways; via CTA (trains and buses), METRA trains into the South Building, Divvy Bicycles, Ride-Shares (Uber, Lyft, Arro, Curb, etc.) unattached hotels in and out of the hotel block, Airbnb's, VRBO's (Vacation Rentals By Owner), friend's house, etc.
- Approximately 4,200 people on buses
 - Approximately 27 people per bus, down from 55 people (seats available) on buses typically
 - Approximately 312 total trips = 156 arrival and 156 departure
 - Approximately 36 buses making approximately 8.66 trips (assuming split for arrival and departure – 4-5 arrival and 4-5 departure)

EVENT MANIFEST

AASO SCHEDULE OF EVENTS

SATURDAY, OCTOBER 24

First day of move-in for the contractors into the exhibit hall and registration area.

- Expected Attendance: 235
- Contractors & Labor Personnel: 215
- Show Management Personnel: 20

8:00am – 5:00pm Move In (Hall A)

- Unload freight through 62 Dock Doors into the 840,000 square foot exhibit hall
- Layout electrical services throughout the hall
- Set up registration & office structures

SUNDAY, OCTOBER 25

Second day of move-in continues while adding in additional space throughout the facility. This includes public space signage and meeting rooms. By the end of the day registration is completely set-up.

- Expected Attendance: 255
- Contractors & Labor Personnel: 215
- Show Management Personnel: 40

8:00am – 5:00pm Move In (Hall A & Support Space)

- Continue exhibit set up & begin receiving exhibitor freight
- Complete registration set up along with attendee queue lines
- Installation of public space & meeting rooms

MONDAY, OCTOBER 26

Third day of move-in to the exhibit hall includes exhibitors now coming in to set up their assigned space. By the end of the day all public space, meeting rooms and offices are complete.

- Expected Attendance: 660
- Contractors & Labor Personnel: 400
- Show Management Personnel: 60
- Exhibitors: 200

8:00am – 5:00pm Move In – (Hall A & Support Space)

- Continue exhibit hall set up
- Exhibitor personnel arrive for exhibit set up
- All public space & offices completed & show ready

8:00am – 5:00pm Exhibitor Registration (Grand Concourse Lobby)

EVENT MANIFEST

EVENT DAY 1 – TUESDAY, OCTOBER 27

This is the first day attendees will be in the facility. If they have not received their credentials in advance, they could pick them up at registration. In addition, there will be 9 rooms active for pre-conference workshops. In the exhibit hall the contractors and exhibitors will be completing set-up of their booths.

- Expected Attendance: 2780
- Contractors & Labor Personnel: 420
- Show Management Personnel: 60
- Exhibitors: 800
- Attendees: 1500

8:00am – 6:00pm	Move In (Hall A) Continue & complete exhibit hall set up, show ready by the end of the day
8:00am – 5:00pm	Exhibitor/Attendee Registration (Grand Concourse Lobby)
11:00am – 5:30pm	Shuttle Service
1:00pm – 2:30pm	Pre-Conference Meetings (5 rooms – 463 Attendees) S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
1:30pm – 3:00pm	Pre-Conference Meetings (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)
3:15pm – 4:30pm	Pre-Conference Meetings (5 rooms – 463 Attendees) S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
3:30pm – 5:00pm	Pre-Conference Meetings (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)

EVENT DAY 2 – WEDNESDAY, OCTOBER 28

Day 2 of the event is the official opening of the event. This will include a kick-off general session and opening of the exhibit hall. Attendees will flow in throughout the day. Those arriving early will attend the General Session either in person or watch from one of ten rooms spread throughout the facility. Following the general session attendees will head to the exhibit hall (entering through 3 designated locations from level 1, 3 and 4) or they may head to offered workshops, attend committee meetings or participate in seminars. We are recommending show management provide a schedule of timed entrance into the exhibit hall. Lunch will be offered on a flow in the exhibit hall and ballroom. Seminars, committee meetings and the expo hall will continue into the afternoon. Attendees will be dispersed across 140,000 square foot of meeting space and 840,000 square foot of exhibit space. Staggered end times will assist with departure.

- Expected Attendance: 8400
- Contractors & Labor Personnel: 120
- Show Management Personnel: 80
- Exhibitors: 3200
- Attendees: 5000

EVENT MANIFEST

7:00am – 6:30pm	Shuttle Service
7:30am – 5:00pm	Registration (Grand Concourse Lobby)
8:00am – 9:30am	General Session (S100 – 395 Attendees)
8:00am – 9:30am	General Session Overflow (10 rooms - 1071 Attendees) S102 (104), S103 (104), S105 (131), S401 (84), S404 (84), S406 (270), S501 (60), S504 (60), N426 (84), N427 (90)
9:00am – Noon	Committee Meetings & Workshops (12 rooms – 246 Attendees) S101A (16), S101B (18), S104A (20), S104B (20), S106A (16), S106B (36), S502A (20), S502B (20), S503A (20), S503B (20), S505A (20), S505B (20)
9:30am – 5:30pm	Expo Hall Open (Hall A) 11:30am-1:30pm food court open on a flow (seating for 500 attendees at one time)
9:30am – 10:45am	Served coffee break for seminar room participants outside meeting rooms (distributed in 8 designation locations)
10:00am – 11:30am	Seminars (5 rooms – 463 Attendees) S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
10:45am – 12:15pm	Seminars (5 rooms – 733 Attendance) S100 (395), S103 (104), S404 (84), S504 (60), N427 (90)
11:45am – 1:15pm	Luncheon Flow (S406 – 270 Attendees)
1:00pm – 4:00pm	Committee Meetings & Workshops (12 rooms – 246 Attendees) S101A (16), S101B (18), S104A (20), S104B (20), S106A (16), S106B (36), S502A (20), S502B (20), S503A (20), S503B (20), S505A (20), S505B (20)
1:00pm – 2:30pm	Seminars (5 rooms – 463 Attendees) S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
1:30pm – 3:00pm	Seminars (5 rooms – 733 Attendees) S100 (395), S103 (104), S404 (84), S504 (60), N427 (90)
3:15pm – 4:30pm	Seminars (5 rooms – 463 Attendance) S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
3:30pm – 5:00pm	Seminars (5 rooms – 733 Attendees) S100 (395), S103 (104), S404 (84), S504 (60), N427 (90)

EVENT MANIFEST

EVENT DAY 3 – THURSDAY, OCTOBER 29

Day 3 of the event is very similar to day 2. Attendees will flow in throughout the day attending meetings and the trade show floor. Staggered end times will assist with departure.

- Expected Attendance: 8330
- Contractors & Labor Personnel: 50
- Show Management Personnel: 80
- Exhibitors: 3200
- Attendees: 5000

7:00am – 6:30pm	Shuttle Service
7:30am – 5:00pm	Registration (Grand Concourse Lobby)
8:00am – 9:30am	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
8:45am – 10:15am	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)
9:00am – Noon	Committee Meetings & Workshops (12 rooms – 246 Attendees) S101A (16), S101B (18), S104A (20), S104B (20), S106A (16), S106B (36), S502A (20), S502B (20), S503A (20), S503B (20), S505A (20), S505B (20)
9:30am – 5:30pm	Expo Hall Open (Hall A) 11:30am-1:30pm food court open on a flow (seating for 500 attendees at one time)
9:30am – 10:45am	Served coffee break for seminar room participants outside meeting rooms (distributed in 8 designation locations)
10:00am – 11:30am	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
10:45am – 12:15pm	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)
11:45am – 1:15pm	Luncheon Flow (S406 – 270 Attendees)
1:00pm – 4:00pm	Committee Meetings & Workshops (12 rooms – 246 Attendees) S101A (16), S101B (18), S104A (20), S104B (20), S106A (16), S106B (36), S502A (20), S502B (20), S503A (20), S503B (20), S505A (20), S505B (20)
1:00pm – 2:30pm	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
1:30pm – 3:00pm	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)

EVENT MANIFEST

3:15pm – 4:30pm	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
3:30pm – 5:00pm	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)

EVENT DAY 4 – FRIDAY, OCTOBER 30

Day 4 is the last event day. Attendance will be lower, and the programming will only be for a half-day. When the expo ends the move-out will begin bringing back a larger workforce.

- Expected Attendance: 5835
- Contractors & Labor Personnel: 525
- Show Management Personnel: 60
- Exhibitors: 2500
- Attendees: 2750

7:00am – 3:00pm	Shuttle Service
7:30am – 1:00pm	Registration (Grand Concourse Lobby)
8:00am – 9:30am	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
8:45am – 10:15am	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)
9:00am – Noon	Committee Meetings & Workshops (12 rooms – 246 Attendees) S101A (16), S101B (18), S104A (20), S104B (20), S106A (16), S106B (36), S502A (20), S502B (20), S503A (20), S503B (20), S505A (20), S505B (20)
9:30am – 1:00pm	Expo Hall Open (Hall A)
11:30am-1:00pm	Food court open on a flow (seating for 500 attendees at one time)
9:30am – 10:45am	Served coffee break for seminar room participants outside meeting rooms (distributed in 8 designation locations)
10:00am – 11:30am	Seminars (6 rooms – 858 Attendees) S100 (395), S102 (104), S105 (131), S401 (84), S501 (60), N426 (84)
10:45am – 12:15pm	Seminars (4 rooms – 338 Attendees) S103 (104), S404 (84), S504 (60), N427 (90)
11:15am – 12:45pm	Luncheon Flow (S406 – 270 Attendees)
1:00pm – 2:00pm	Closing Session (S100 – 395 Attendees)
1:00pm – 2:00pm	Closing Session Overflow (5 rooms – 507 Attendees) S102 (104), S103 (104), S105 (131), S401 (84), S404 (84)

EVENT MANIFEST

1:00pm - 6:00pm MOVE OUT

- Exhibitor booth dismantle begins
- Freight movement begins for the loading of trucks at 62 docks
- Remove electrical services
- Public space & offices begin to be dismantled and are cleared out by end of day

SATURDAY, OCTOBER 31

First full day of move-out. Some exhibitors will still be on property taking down their booth.

- Expected Attendance: 470
- Contractors & Labor Personnel: 250
- Show Management Personnel: 20
- Exhibitors: 200

8:00am – 5:00pm MOVE OUT

- Exhibit hall dismantle continues
- Continue loading trucks

SUNDAY, NOVEMBER 1

Final day of move-out for the event. Minimal staff to complete the work.

- Expected Attendance: 60
- Contractors & Labor Personnel: 50
- Show Management Personnel: 10

8:00am – 5:00pm MOVE OUT

- General Contractor completes removal of all equipment in the exhibit hall & docks

McCormick Place Area Map



ARRIVAL & DEPARTURE

Traffic management within McCormick Square is ongoing partnerships with McCormick Place and IDOT, CDOT, CPD, CFD, and OEMC.

HOTEL SHUTTLE BUS ARRIVALS & DEPARTURES:

Based on current guidelines shuttle buses will be loaded at 50% capacity. All social distancing guidelines will be managed by Hotel and shuttle bus personnel. In addition, McCormick Place will continue to staff and monitor the McCormick Place busway at both ends to only allow authorized vehicle access.

McCormick Place will advise clients on the spacing out of arrival and departure times to alleviate congestion. We will also recommend screening attendees at hotel locations. If this occurs, attendees will receive a wristband of the day which will allow them to bypass the screening procedures at McCormick Place.

Attendee Arrival from the Event's Hotel Blocks

Buses will exit the busway and proceed to gates 1-3. Informational personnel will be available to assist with unloading and directing riders into the building. Attendees will enter the building at the gates where they are exiting the bus. After entering the building, attendees should follow floor arrows, signage and human directional to the designated screening area.

RIDESHARE ARRIVALS:

Gate 4: All sides of McCormick Square will be used for dropping off, this will include the Gate 4 area and the North side along the Hyatt Regency McCormick Place Hotel. Vehicles dropping off for the Hyatt and McCormick Place will enter off MLK Drive and will be directed to a drop off location.

After exiting, the riders will be directed into gate 4 for screening. Traffic control and informational personnel will be present to manage the vehicle's movement and assist attendees at all times. No vehicles will be allowed to be staged in this location. McCormick Place will install signs to inform guests of social distancing guidelines while entering the building. At all times, traffic control, informational personnel and other McCormick Place employees will wear face masks.

ARRIVAL & DEPARTURE

Gate 42: To alleviate rideshare congestion we'll be ready to direct vehicles to gate 42 for drop offs. This area will also be added to the drop-down menu in the ride-share app as an option for arrival. This area will be staffed and managed with traffic management personnel. Signage will be installed to direct attendees into the building.

RIDESHARE DEPARTURES:

Gate 4: The McCormick Square area will be marked with floor ID tape along with signage for queuing to promote social distancing and riders' safety. Traffic management will be in place to line up riders and keep the traffic moving. At no time will vehicles be allowed to be staged.

As a backup option, Gate 42 will become an alternate rideshare pickup zone. Attendees will be instructed to avoid congregating while they pick up their rideshare. Social distancing will be managed by traffic control personnel.

TAXI ARRIVALS:

The taxi arrival stand will take place on the east side on MLK with taxi's facing Northbound. All taxi's will be directed to enter McCormick Square at the appropriate time by traffic management personnel for taxi drop off. Riders will exit the taxi and proceed to enter the building at Gate 4.

TAXI DEPARTURES:

Taxi departures will take place at Gate 4. Traffic management and guest service personnel will be available to assist attendees with queuing following the current social distancing guidelines. The area will be marked with floor ID tape along with signage for queuing to promote social distancing and riders' safety.

PARKING OPERATIONS

This is the operating plan for Lot A assuming there is a 10,000 person event for 4 days. This would be approximately 600 parked-cars, per-day.

Here are the steps we would take to promote safety in the parking garages:

- Parking for attendees would only be allowed on Levels 1, 3 and 4 (approximately 1,000 spaces). This would eliminate the need to use the parking garage elevators since levels 1, 3, and 4 provide direct access to the building.
- If access to the elevators becomes required, McCormick Place will follow social distancing protocols, install hand sanitizer stations in the elevator cars and wipe down high-touch areas including buttons and door handles periodically.
- Parking customers would pull a ticket from the ticket dispenser to enter the garage, or if they prepaid, they would scan their credential at the bar code reader. The entry stations will be wiped down periodically throughout the day.
- Customers will be able to pay for their parking at the pay stations on level 1, 3 or 4 of the garage. We will install taped lines on the floor at the pay stations to promote social distancing. We will also post signs promoting the use of masks and social distancing. We could close off non-essential pay stations if desired.
- Parking employees, or other staff, with face masks will be located at the pay stations to assist customers as needed.
- Hand sanitizer stations will be available near all the pay stations and the pay stations will be wiped down periodically throughout the day.
- Exiting parking customers would insert their paid ticket into the exit station to exit the garage, or if they prepaid, they would scan their credential at the bar code reader. If the customer chooses to pay at the exit, they will insert their entry ticket and credit card into the exit station to allow them to exit the facility. The exit stations will be wiped down periodically throughout the day.

PARKING OPERATIONS

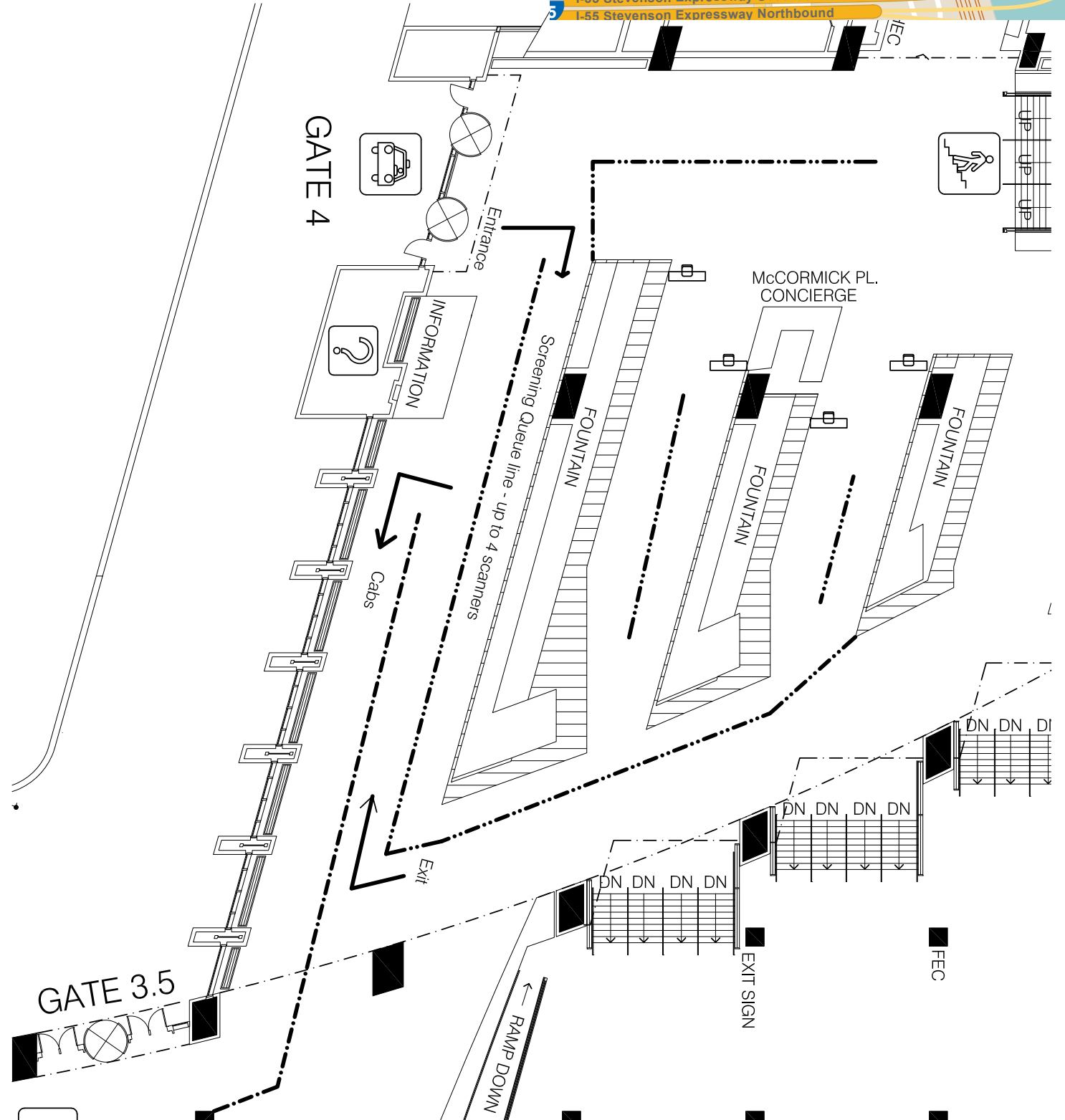
PAYMENT OPTIONS

McCormick Place will encourage no contact payment options to help promote less contact of surfaces and human interaction.

- McCormick Place would encourage online payment. The customer would purchase a QR code that would allow for entry and exit by scanning a pre-printed credential or by a personal device. They will not need to touch any devices to enter and exit the garage.
- Credit Card – Upon arrival, a customer pulls a unique ticket to enter the parking lot. Before exit, they can use a credit card at pay stations kiosks or the exit gate. This method will be encouraged as it limits human contact and the unnecessary touching of money or other devices.
- Cash – Paying with cash at the pay station does require opening of a security flap to retrieve change, but we will frequently wipe down equipment.

SCREENING

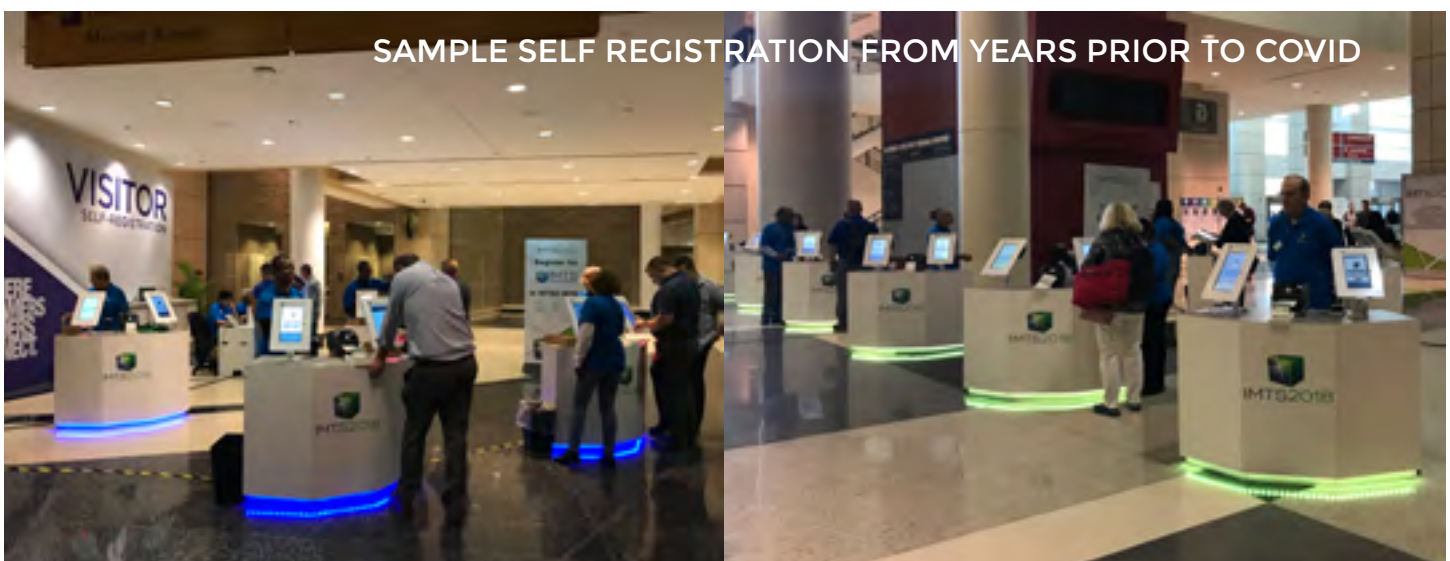
- Location for temperature checks
- Location for screening questions
- Location to receive wristband of the day



REGISTRATION

Utilize an enhanced digital registration for badging, limiting the need for person-to-person customer service counters.

- We anticipate only 10% of attendees needing assistance on site to print or obtain a badge in person.
- Satellite registration areas within the convention center, hotels, etc to encourage pre-printed badges. These generate proper spacing by not encouraging everyone into a central area and mobile check-in (similar to ordering Starbucks through your app – you enter your code when you're near the printer and print your badge through your own phone) is best used for very low contact.
- Each customer service counter would process 120 per hour.
- Replace the need for paper tickets - for any special event that requires a ticket, the digital badge can be scanned for real time validation of registering for that special event.
- The digital badge will be visually color coded; red for exhibitors, blue for conference, purple for visitors, green for press, etc.
- To avoid lines at registration, anyone registered must complete an online registration. Pre-event communication will encourage off site registration while utilizing their personal device.
- The QR code to register will point to a landing page providing existing registrants the opportunity to update their contact information, upgrade, email receipts, and other account updates. The digital badge is also updated in real time with these updates to provide the best experience.
- The goal is to create less person-to-person interaction at registration or help desks.
- Sanitizing wipes will be provided at the entrance to each line to allow attendees to wipe down stations.



REGISTRATION

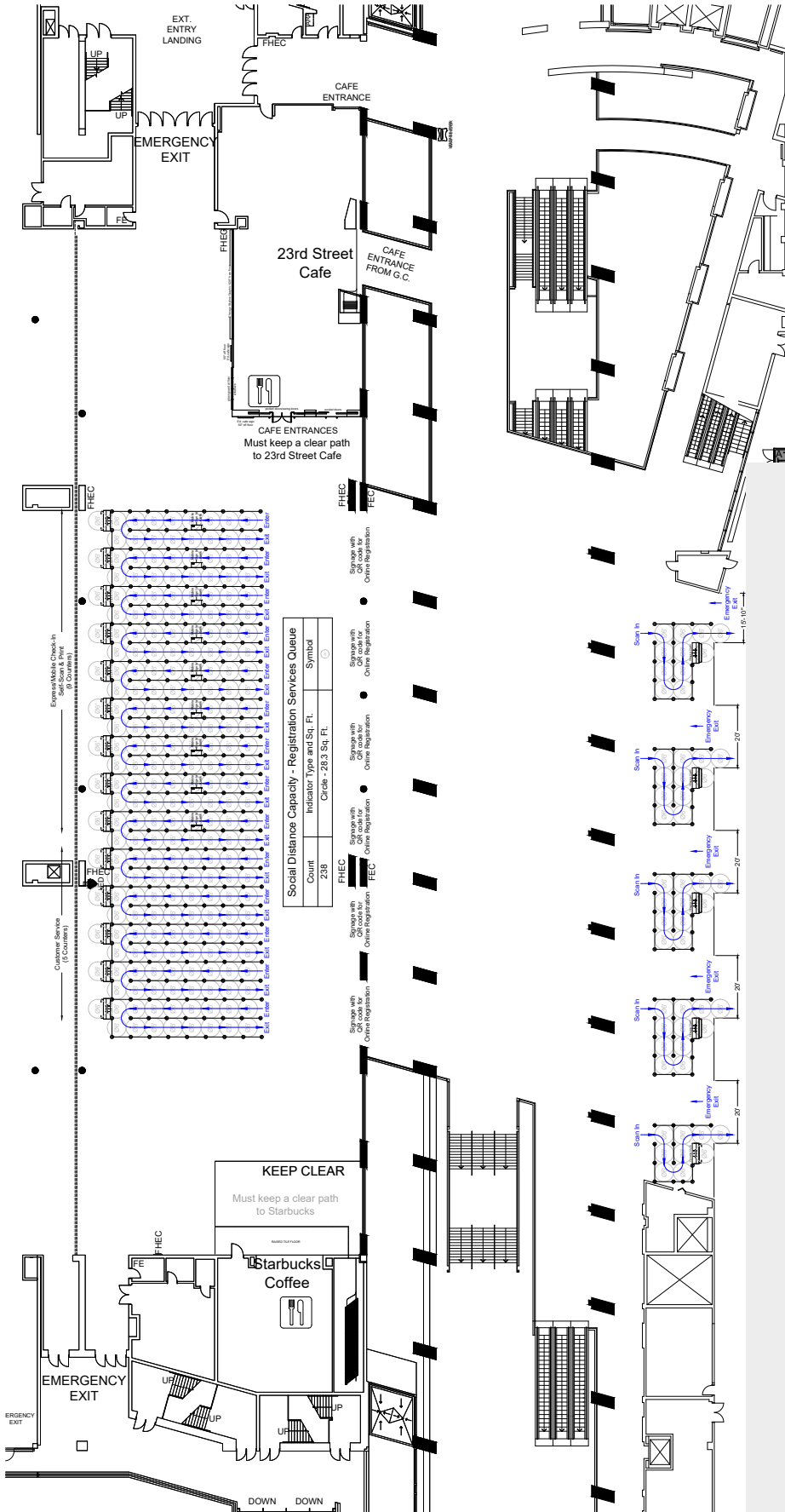
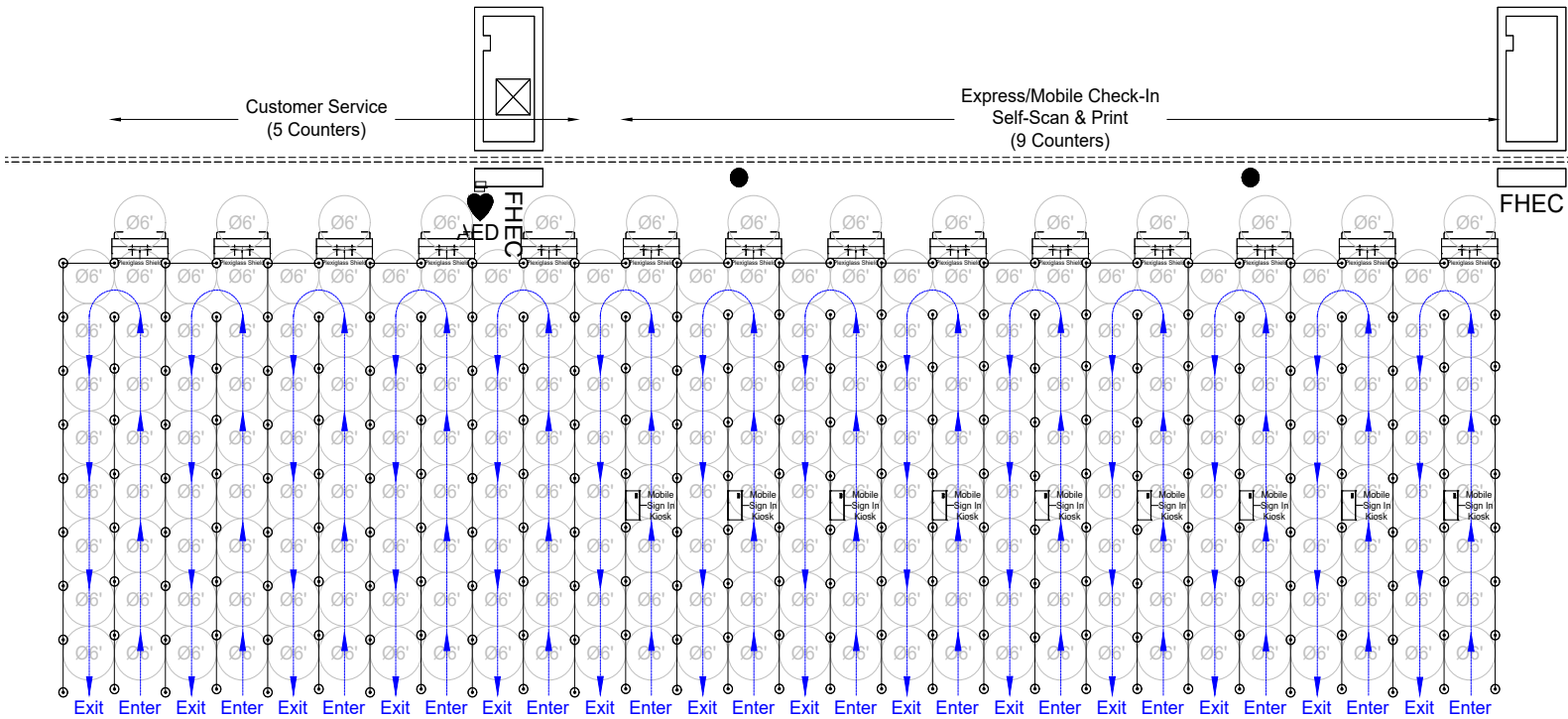


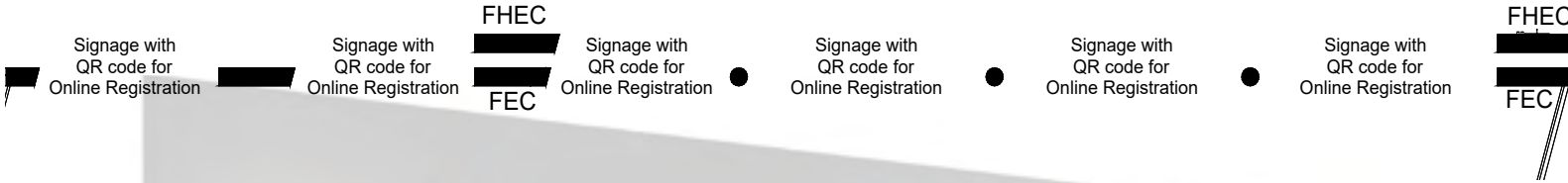
Exhibit Hall

REGISTRATION DETAIL



Social Distance Capacity - Registration Services Queue

Count	Indicator Type and Sq. Ft.	Symbol
238	Circle - 28.3 Sq. Ft.	

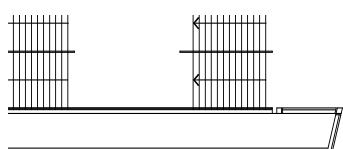


SAMPLE REGISTRATION DESK

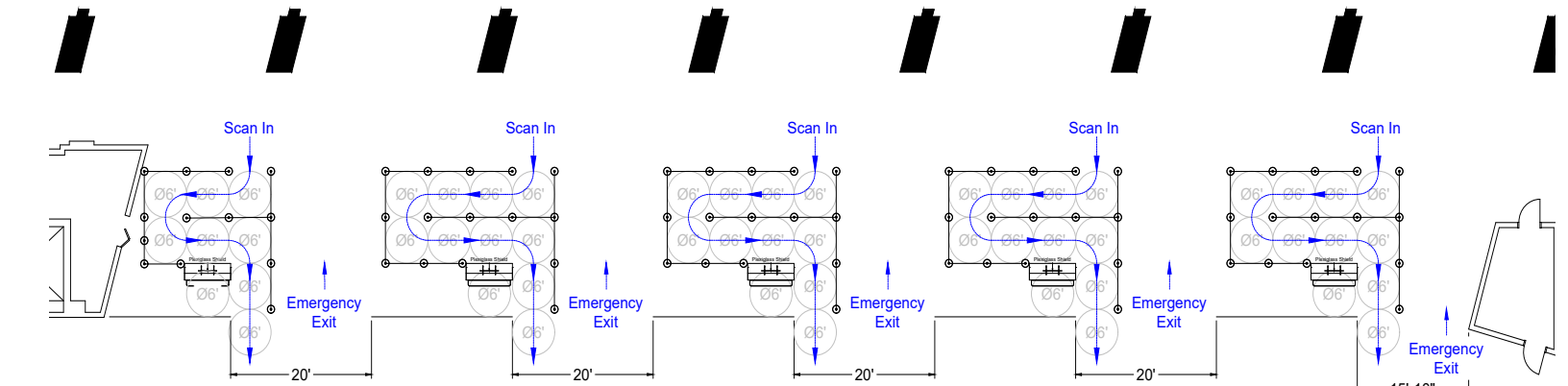
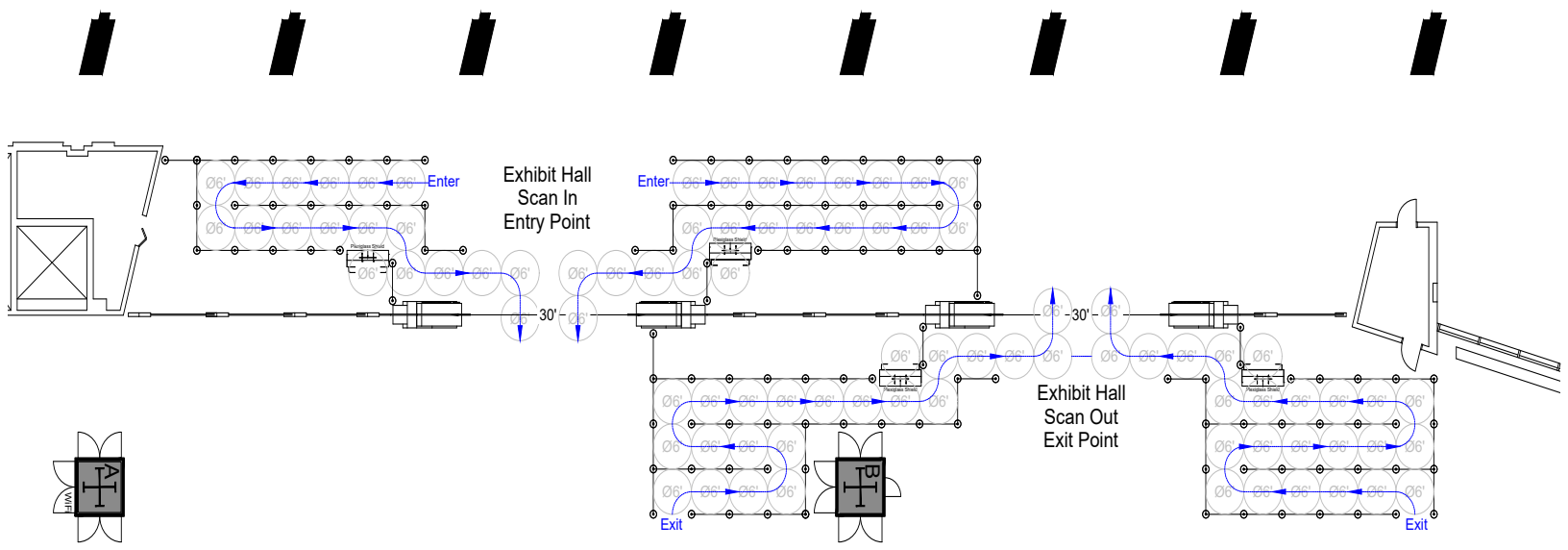
EXHIBIT HALL ENTRY

Access Control scanning in/out of the exhibit hall

- If staff are scanning w/ handheld devices, each unit will process 360 per hour
- If people are self-scanning, each unit will process 180 per hour



Social Distance Capacity - Exhibit Hall Entry/Exit Queue		
Count	Indicator Type and Sq. Ft.	Symbol
86	Circle - 28.3 Sq. Ft.	⊙



Social Distance Capacity - Exhibit Hall Entry		
Count	Indicator Type and Sq. Ft.	Symbol
53	Circle - 28.3 Sq. Ft.	⊙

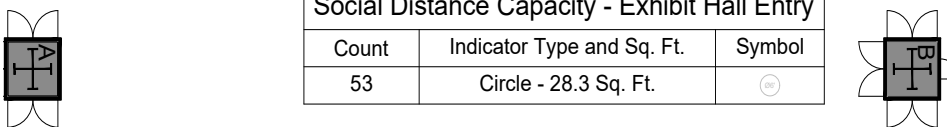
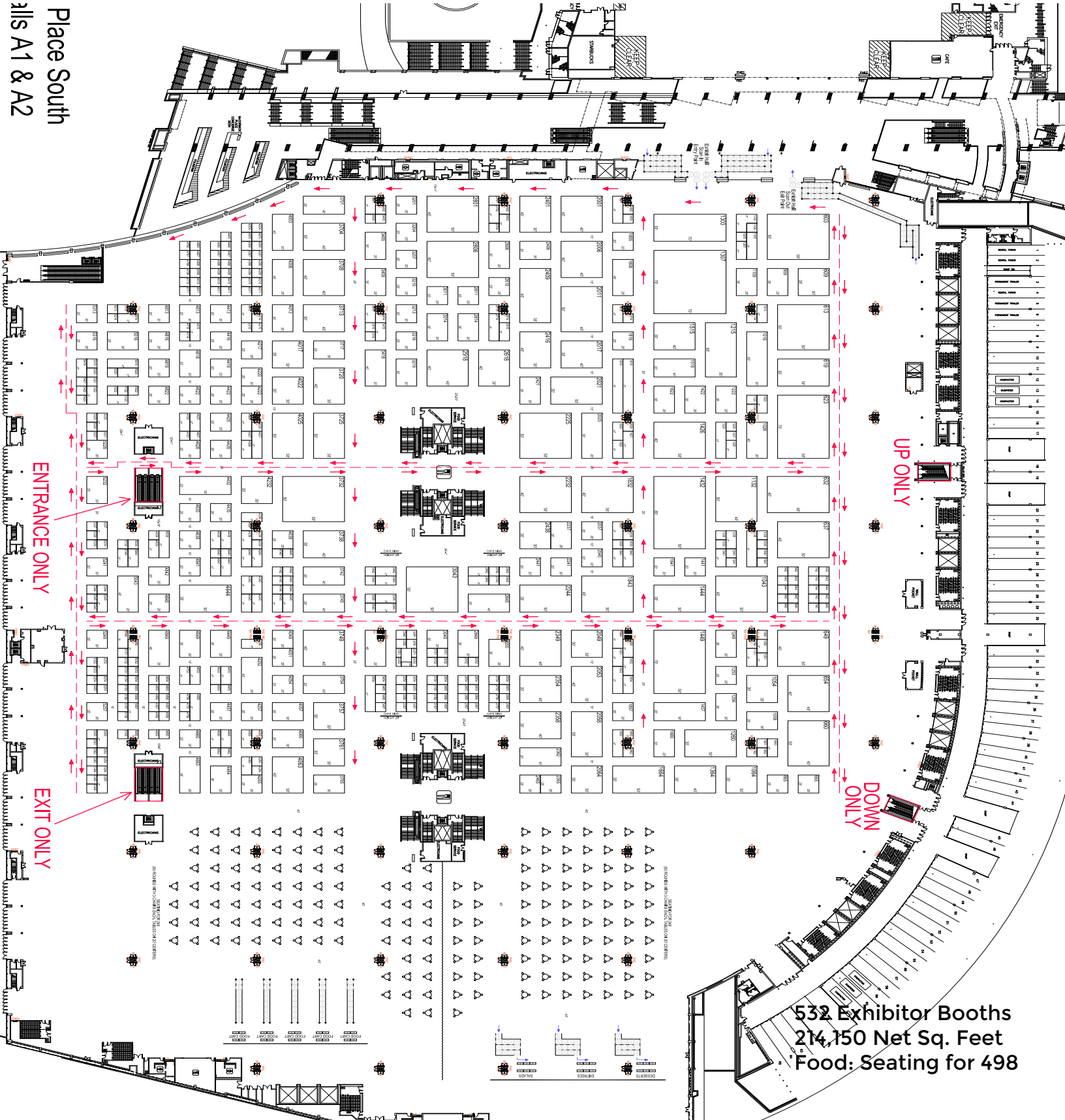


EXHIBIT HALL



Place South
Booths A1 & A2

532 Exhibitor Booths
214,150 Net Sq. Feet
Food: Seating for 498

FOOD SERVICE

SAVOR...

Multiple types of food service include concessions/retail and catering of small and large groups.

CONCESSIONS / RETAIL

- Hall A - 250 people for BISTRO – designed around a pre-set meal with grab & go concept, including a cold starter, hot entrée, dessert and beverage.
- Hall A - 250 people for Grab & Go Carts – 1 coffee/pastry cart and 4 lunch themed food carts. Space between carts has been increased.
- South Food Court will be open. No fountain soda available. No condiment stations – all individual PC's. Staffed coffee station. Seating capacity reduced to ensure social distancing.
- Starbucks will be open with social distancing practices in place.
- Queuing lines with the appropriate 6' spacing decals will be in place at all locations for ordering and serving. Plexiglass in place at all service areas and cashier locations.

CATERING

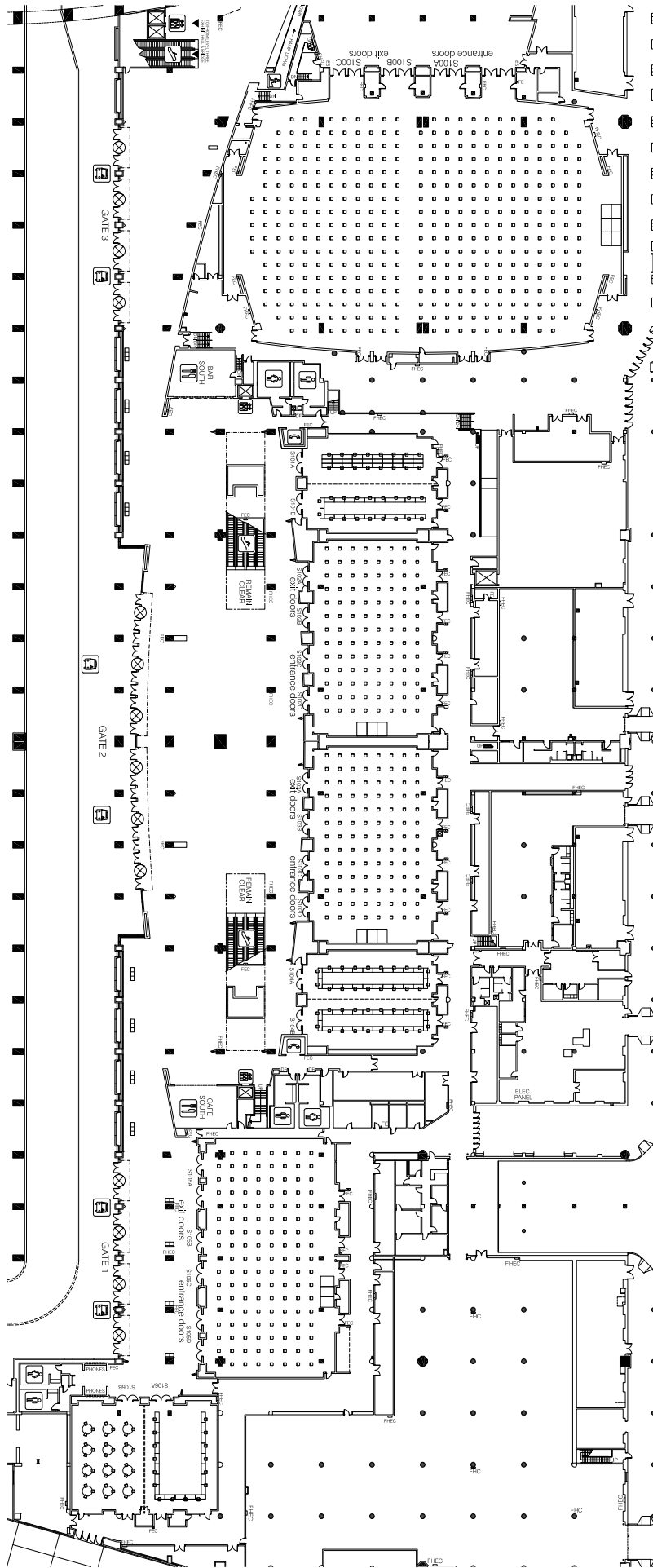
- Catered Meal Functions – Various locations will have various events with served individually prepackaged food and beverage items.
- Booth Catering – No sampling available. Booth exhibitors can order prepackaged food and beverage items.
- Show Management – Individual, prepackaged food and beverage items.
- Coffee Breaks – 8 locations outside of planned meeting rooms that will be staffed. Staff will be serving coffee in disposable cups with individual PC's.

MEETING ROOMS

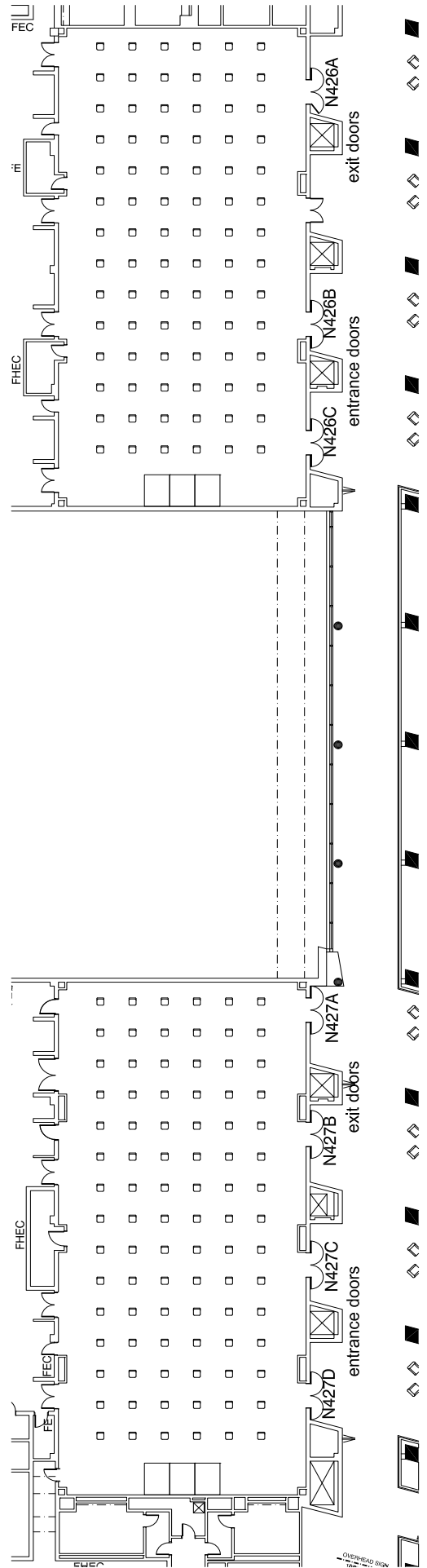
AASO – MEETING ROOM ASSIGNMENTS

- S100 – GENERAL SESSION - 395 THEATER
- S101A – COMMITTEE/EXHIBITOR MTGS – 16 CONFERENCE
- S101B – COMMITTEE/EXHIBITOR MTGS - 18 USHAPE
- S102 – GENERAL SESSION OVERFLOW & SEMINARS – 104 THEATER
- S103 – GENERAL SESSION OVERFLOW & SEMINARS – 104 THEATER
- S104A – COMMITTEE/EXHIBITOR MTGS: 20 HOLLOW SQUARE
- S104B – COMMITTEE/EXHIBITOR MTGS: 20 HOLLOW SQUARE
- S105 – GENERAL SESSION OVERFLOW & SEMINARS – 131 THEATER
- S106A – COMMITTEE/EXHIBITOR MTGS: 16 U SHAPE
- S106B – COMMITTEE/EXHIBITOR MTGS: 36 BANQUET
- N426 – GENERAL SESSION OVERFLOW & SEMINARS – 84 THEATER
- N427 - GENERAL SESSION OVERFLOW & SEMINARS – 90 THEATER
- S401 – GENERAL SESSION OVERFLOW & SEMINARS – 84 THEATER
- S402 – SHOW OFFICE – (12) table w 1/chair around perimeter, (6) banquet rd 3per
- S403A – PRESS OFFICE - (8) table w 1/chair around perimeter, (2) banquet rd 3per
- S403B – PRESS CONFERENCE ROOM – 32 CLASSROOM
- S404 – GENERAL SESSION OVERFLOW & SEMINARS – 84 THEATER
- S405A – SPEAKER READY ROOM – (8) table w 1/chair around perimeter
- S405B – LUNCHEON MEETINGS – 27 BANQUET
- S406 – SEMINAR LUNCH ROOM – 270 BANQUET
- S501 – GENERAL SESSION OVERFLOW & SEMINARS – 60 THEATER
- S502A – WORKSHOPS – 20 CLASSROOM
- S502B - WORKSHOPS – 20 CLASSROOM
- S503A – WORKSHOPS – 20 CLASSROOM
- S503B – WORKSHOPS – 20 CLASSROOM
- S504 – GENERAL SESSION OVERFLOW & SEMINARS – 60 THEATER
- S505A – WORKSHOPS – 20 CLASSROOM
- S505B - WORKSHOPS – 20 CLASSROOM

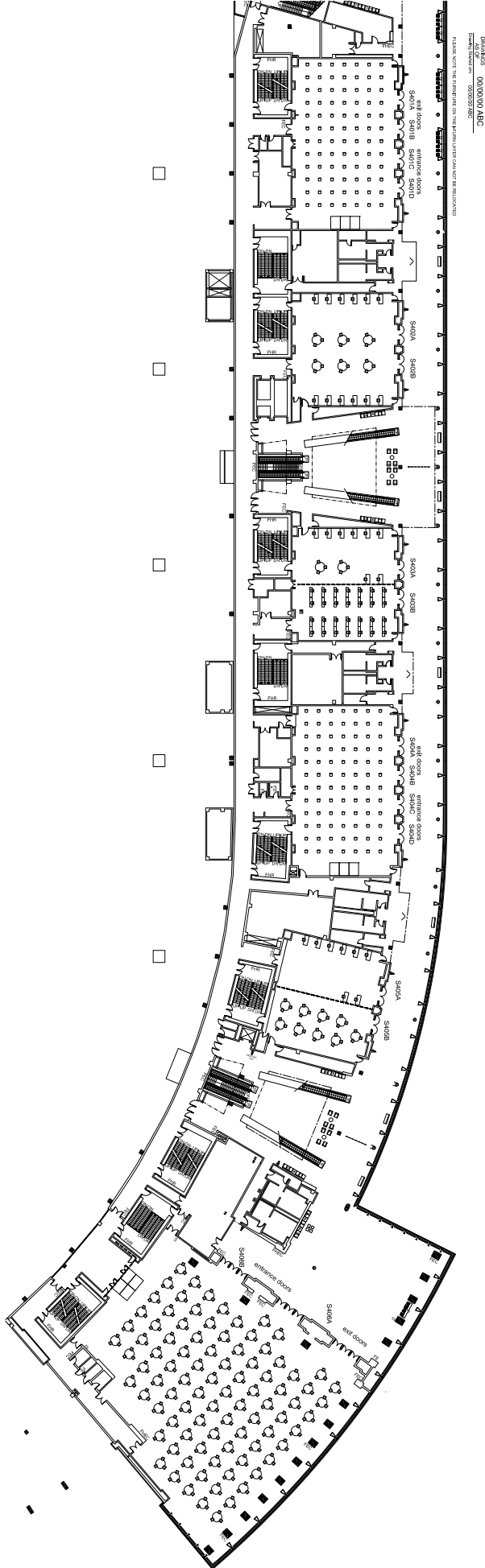
South Level 1



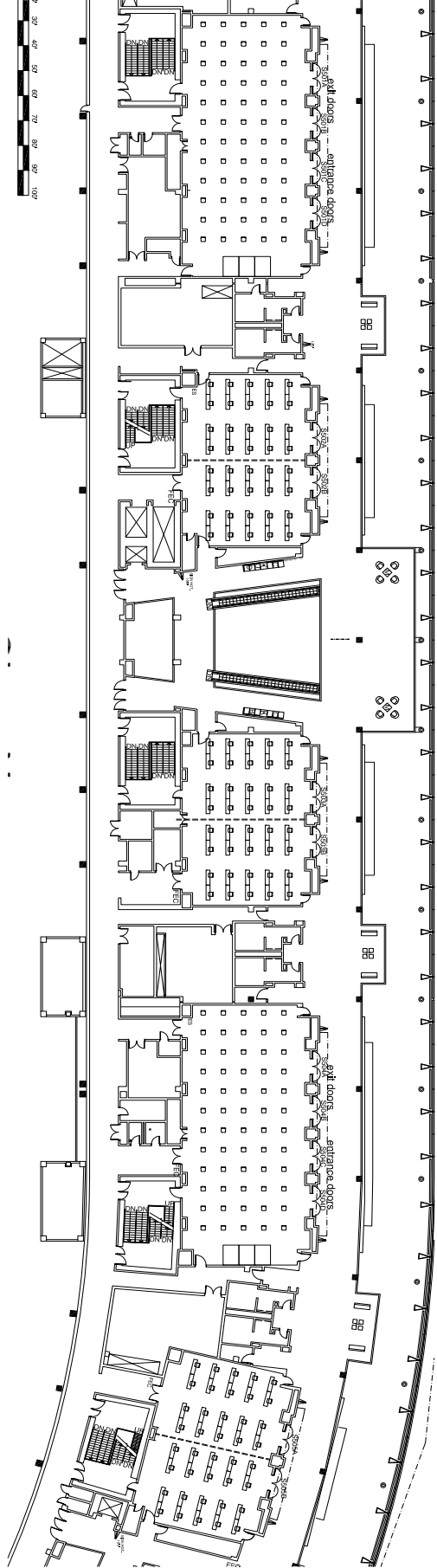
North Level 4:



South Level 4



South Level 5



APPENDIX

- **HOTEL CLEANLINESS POLICIES**
 - [American Hotel and Lodging Association](#)
 - [Hilton Clean Stay Program](#)
 - [Hyatt Global Care & Cleanliness Commitment](#)
 - [Marriott Commitment to Clean](#)
- **SHUTTLE BUS POLICY**
- **SERVICE COUNTER GUARDS**



Safety has always been our top priority. While we wait to partner with you again, we have been working on additional safety procedures.

APPROACHING SHOWS DURING THE PANDEMIC

PHYSICAL DISTANCING ON SHUTTLES

- Spreading out routes so there are fewer hotels per route
- Using fewer seats
- Adding buses to account for fewer seats used
- Loading buses from back to front

ATTENDEE/EXHIBITOR MANAGEMENT

- Virtual line management
- Adding more disbursement areas
- Avoiding crowds by leaving earlier/staying later
- Extending shuttle times
- Forehead temperature checks

SAFETY PROCEDURES BY STAFF

- All staff wearing face masks and gloves
- Frequent cleaning of high touch areas on buses
- Sanitizing wipes as you walk on bus
- Sanitizing stations at convention center and hotel stops

OTHER SAFETY SUGGESTIONS FOR CLIENT

- Must stay in block to ride shuttle
- Extend show hours to allow for longer flow in/out
- Reducing touchpoints by eliminating printed shuttle flyers
- Create more stationary signs with shuttle flyer info
 - Easy to take a phone pic
 - QR Code/Barcode

CLEANING AND OPERATIONAL GUIDELINES

- CMAC currently references the following cleaning authorities and plans to adhere to their guidelines, along with city/county/state/federal and local authorities
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
 - <https://www.issa.com/cleaning-and-disinfecting-for-the-coronavirus-sars-cov-2>



SPONSORSHIP OPPORTUNITIES

Branded sanitizing stations

Branded headrest covers to indicate which bus seats to sit in for physical distancing

Branded floor signage to assist with physical distancing and directional issues

Branded single packaged sanitizing wipes

Branded face masks

Individual hygiene kits that are prepacked in clear wrap and could include the following

- *Face mask*
- *Hand sanitizer*
- *Gloves*
- *Individual wipes*
- *Thermal strip*

OUR CONTINUING PROMISE

CMAC will continue to use only properly licensed vendors and ensure that they adhere to current cleaning guidelines

CMAC & EXPOMARKIT ARE HERE TO HELP

temporary panels for social distancing

service counter guards



Advantages:

Service counter barriers will provide a quick to assemble means of dividing the space between a service counter attendant and an attendee.

The panels are designed from rigid 1/4" plexi glass with clear feet for complete visibility and fast tool-less assembly.

Sizing (as depicted):

- Barrier Size 31.5" x 36"
available for counters with and without headers

Pricing:

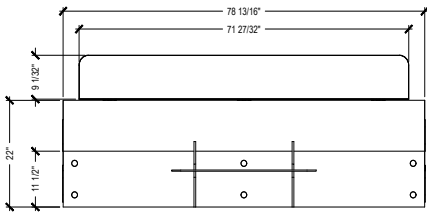
	cost	msrp
▪ Clear Barrier	\$125	TBD
▪ Additional logo option	+\$15	TBD

Additional Info:

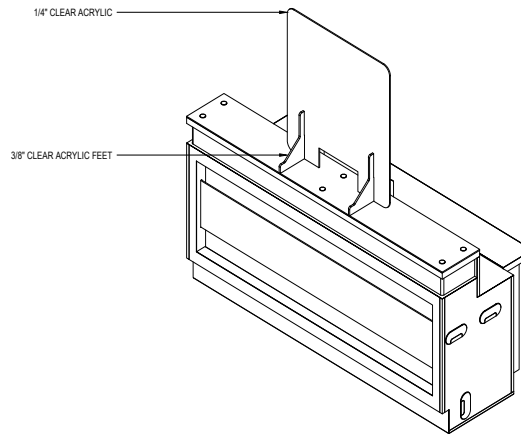
Contour cut feet allow the guard to be placed securely on the counter top of a SmartCounter.

A foot option is available for desks or showcases.

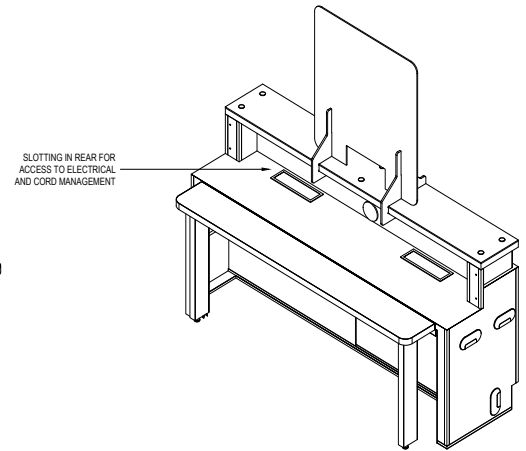
COUNTER GUARDS



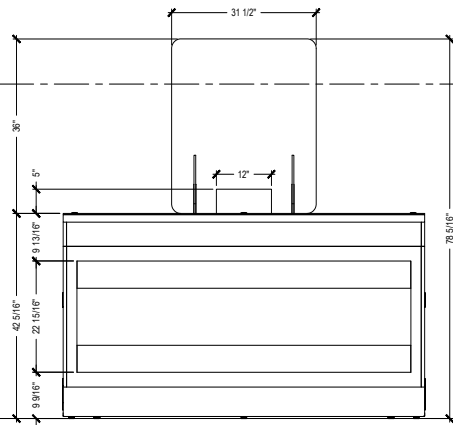
1 SMART COUNTER - PLAN VIEW
D-1.1 SCALE: 1"=1'



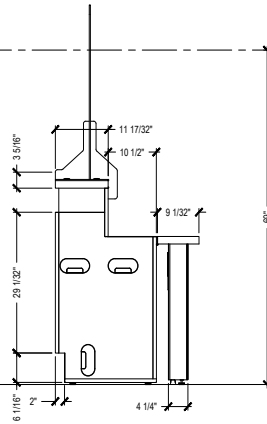
5 SMART COUNTER - ISOMETRIC
D-1.1 SCALE: NTS



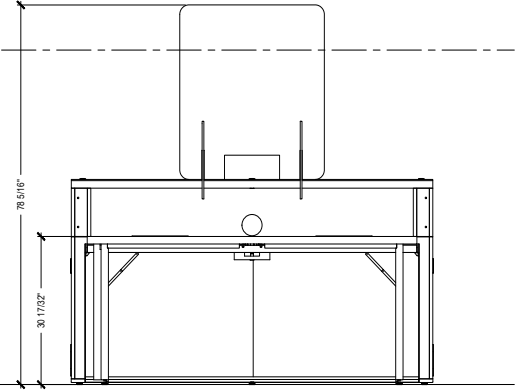
6 SMART COUNTER - ISOMETRIC
D-1.1 SCALE: NTS



2 SMART COUNTER - FRONT ELEVATION
D-1.1 SCALE: 1"=1'



3 SMART COUNTER - END VIEW
D-1.1 SCALE: 1"=1'



4 SMART COUNTER - REAR ELEVATION
D-1.1 SCALE: 1"=1'