



Bulletin 11

➤ **Credentials for Admission**

- **All Exhibitor Personnel, including Corporate Personnel, Manufacturer Executives and Sales Representatives; Model, Narrator, Product Specialists and Talent; All Contractors, Exhibitor Appointed Contractors and Sub-Contractors**

To: All Exhibitors and Contractors

The Chicago Auto Show issues credentials to our exhibitors to ensure that they can properly staff their displays during each phase of our show: installation and dismantle, media preview, and the public show. Not only is the Chicago Auto Show online credential registration easy to use, it allows show management to monitor who is on show site. A very useful tool during our current times. In July of 2021, our printed name badges were replaced with electronic name badges which have a QR code and are sent to your unique email. Install and dismantle passes will return this February for labor and those only needing access only during the move-in and move-out portion of the show.

The most important policy to remember: **no one will be admitted to the exhibit floor without a valid credential and government picture identification. COVID vaccinations and/or negative tests will be required on certain days, see below for details.**

Online registration is hosted at www.chicagoautoshow.com , click on Exhibitor at the top left of the page, click on Credential Registration/Tracking, and enter your password. Passwords will be emailed to confirmed Exhibitors and registered EAC's. If you are not on these lists, passwords can be requested from the registration area of the Web site.

An Exhibitors registration list should include those working in their display such as corporate personnel, manufacturer executives, PR firms, and dealership sales representatives staffing the display (schedules will be required). Your Exhibitor Appointed Contractors for the display, their sub-contractors, models, narrators, product specialists (including those affiliated with a modeling or talent agency), all official contractors and labor should create their own separate company list. Group lists, **by company**, are required, we will not accept individual registrations.

EAC's must submit all required paperwork, including show and McCormick Place EAC registration, as well as McCormick Place Building Entry and Exit Procedures (BEEP) requirements if applicable, before credentials are released. Personalized credentials to gain access to the exhibit floor, as requested, will be sent electronically to each person registered.

Deadline to register is Feb. 1, 2022. Electronic credentials will be sent Feb. 3 and 4. Each registrant must have a unique email address. One email cannot accept multiple credentials. Badges will not be printed by Show Management.

The online credential portal will remain open during the run of show to allow for additions and edits. An onsite Credential Help Desk will be operational in room S401 as follows.

12 noon - 4 pm, Friday, Feb. 4

8am - 4pm, Monday, Feb. 7 - Wednesday, Feb. 9

7am - 4pm, Thursday, Feb. 10 - Friday, Feb. 11

8am - 4pm, Saturday, Feb. 12 - Monday, Feb. 21

Special COVID-19 Procedures

Per City of Chicago health ordinance(s) [click here](#) the following applies:.

- Properly fitting Masks that cover your nose and your mouth will be required at all times.
- During Media Preview and First Look For Charity (Thursday, Feb. 10 and Friday, Feb. 11) Exhibitor and EAC staff will need to provide valid proof of vaccination or a negative COVID-19 test performed on or after Monday, Feb. 7.
- Outside of these days, valid proof of vaccination will be required to enter any food court on the show floor.

For the convenience of our Exhibitors and EACs, free on-site COVID-19 testing will be available on Thursday, Feb. 10 and Friday, Feb. 11 from 7 am – 1 pm. Insurance is not required; this is open to both residents and non-residents of Illinois. Locations of this testing will be posted as we get closer to the show.

For Media Preview and First Look For Charity, before entering the exhibit floor staff who are vaccinated will, show their valid proof of vaccination, their government issued photo ID and matching electronic named credential with QR code at a check-point. Once verified, they will receive a wristband for reentry that same day. Staff who are not vaccinated will need to show proof of a negative COVID-19 test performed on or after Monday, Feb. 7. Once verified, they will receive a wristband for reentry that same day.

A vaccination card, a photocopy of vaccination card, or a digital record of a vaccination card are considered valid proof.

Personalized Electronic Name Badge

The personalized name badge is valid during installation and dismantle, media preview, and the public show. It is issued to a specific individual who has registered in advance online. This personalized name badge is not transferable and is good for one admission per day. Government picture identification will be required along with this badge for entry to the show floor. A handstamp will be required for reentry on the same day. This credential allows access to the show floor beginning at 8 a.m. during the public show unless otherwise authorized by show management. This personalized name badge is not valid during First Look For Charity.

BEEP Registration is not required for Exhibitor staff. Their Personalized Electronic Name Badge will be accepted.

Remember, every individual seeking access to the show floor will be required to show a valid credential and government picture identification.

Install and Dismantle Pass

This pass will be used primarily by labor that will not need access during the public show. All EACs and their sub-contractors will need to register with show management the names of their workers, including supervisors, who will be working on the exhibit floor.

If access to the public show is required, a personalized name badge will be needed. When registering online, under the duties section, please note if your credential is needed for install/dismantle or install/dismantle/public. A supervisor will pick-up the Install and Dismantle passes needed for staff beginning at noon, Friday, Feb. 4.

BEEP registration (to enter the building) will be required with the first day of lighting, Jan. 20, 2022. A Personalized Electronic Name Badge or Install and Dismantle Pass will be required to gain access to the exhibit floor beginning Wednesday, Feb. 9.

This Install and Dismantle Pass is not valid for entry into First Look For Charity.

EAC registration must be completed in advance. EAC's must submit all required paperwork before credentials will be released. If you need on-site assistance, please see Lori Gundlach credentials@drivechicago.com or Sandi Potempa spotempa@drivechicago.com in S401 during the aforementioned Credential Help Desk hours of operation.

Credentials of any kind will not be provided to those under the age of 18. If you have workers under 18, please contact us.

First Look for Charity Electronic Name Badge

For 2022 this credential will also go electronic. This electronic badge is a single use admission for personnel who are deemed necessary and essential to operate the display. Only the Exhibit Manager, or the person they appoint, can manage this independent, one-night only, on-line registration. An email with registration instructions will be sent Feb. 1 to the Exhibit Manager.

The chart below should be used as a guideline as to the number of credentials you will be provided. It is based on square feet purchased. However, each booth will be evaluated based on the activations occurring within the booth that evening. The number is not guaranteed but should be used when reviewing necessary and essential personnel. If you feel additional personnel are required, show management will review on a booth-by-booth basis.

The personalized electronic name badge is issued to a specific individual who was registered in advance online. This personalized name badge is not transferable and is good for one admission. A Government picture identification will be required along with this badge for entry to the show floor. A wristband will be required for reentry that evening. **The electronic name badge is valid for entry between 6 p.m. and 7:30 p.m. only. After 7:30 p.m. the electronic name badge will not be valid for admission.** This electronic name badge can only be used at the exhibitor entry to the exhibit hall, located on Level 4, on the East side of the South Hall, between rooms S402 and S403. This is a black-tie event and all exhibit personnel are required to dress in either black-tie or their exhibit issued uniform. Improperly dressed personnel will not be admitted. Also refer to Bulletin 17.

Employee Appreciation Days Tickets

This ticket will be sent to either the Exhibit Manager or the Regional contact as directed. Quantity is based on the amount of space purchased. Please see the chart below for quantities. It is a single-use ticket; valid Monday, Feb. 14 – Friday, Feb. 18 and Monday, Feb. 21. This ticket is good for one admission. A hand stamp will be required for reentry on the same day. These are to be used only by exhibitor employees and their families on the designated days.

Weekday Discount Coupons

This coupon will be sent to either the Exhibit Manager or the Regional contact as directed. Quantity is based on the amount of space purchased. Please see the chart below for quantities. It is a single-use coupon that entitles the bearer to a reduced-price regular adult weekday admission. Valid Monday, Feb. 14 – Friday, Feb. 18 and Monday, Feb. 21. This is a coupon and cannot be used for admission on its own. It also cannot be used along with other coupons or discounts, or on already discounted tickets.

Credential Chart

Min. Sq. ft.	Max Sq. ft.	First Look for Charity Admission Card	Employee Appreciation Days	Weekday Discount Coupons
Mfg. Up to:	2,000	2	25	50
2,001	4,000	3	25	50
4,001	8,000	5	50	100
8,001	14,000	7	50	100
14,001	17,000	8	75	150
17,001	20,000	9	75	150
20,001	23,000	10	100	200
23,001	26,000	11	100	200
26,001	30,000	12	100	200
30,001	50,000	13	100	200
50,001	100,000	15	125	250
100,001	And up	17	125	250

Safety notice

Visitors must follow all policies, including health and safety policies and posted instructions while at McCormick Place and attending the Chicago Auto Show. An inherent risk of exposure to COVID-19 and other infectious diseases exists in any public place where people are present. COVID-19 can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens, children, those with underlying medical conditions and the unvaccinated are especially vulnerable. By entering McCormick Place and the Chicago Auto Show, you voluntarily assume all risks related to exposure to COVID-19.