Forum Facility Guide
Thank you

for choosing to host your event at the UIC Forum. This facility guide will assist you in the planning and execution of your event at our facility. It will answer questions about the UIC Forum’s capabilities and operating policies.

Our mission is to provide a unique, professional, customer-focused, energetic, and safe environment for the UIC campus and Chicago community to engage in educational, culturally diverse, and entertaining events. Our experienced staff is ready to provide you with the highest quality service to make your event a success.

As a valued client, you will receive individual attention from one of our talented event administrators. Your event administrator will be available to answer any questions that you may have and to assist you in all stages of your event, from planning to execution.

ABOUT THE FORUM

The UIC Forum is located in the University Village neighborhood at the intersection of Halsted Street and Roosevelt Road. There is ample parking available just west of the UIC Forum at 1135 South Morgan Street. We are conveniently located near the heart of downtown Chicago, surrounded by numerous restaurants, hotels, businesses, and nightlife.

The Main Hall features three spacious areas that can be divided or combined. It features a theatrical lighting system, state-of-the art concert sound system, excellent acoustics, and a telescopic seating option.

Additionally, there are two floors of meeting rooms, each featuring three rooms that can also be divided or combined. Rooms DEF are located on the first floor and Rooms GHI are located on the second floor. Each meeting room has projecting capabilities and ample electrical utility options.

The capacities listed below are the maximum possible for standard configurations. Actual capacities will vary depending on the set-up needs for each event. Each space also has flexible set-up options and can be customized to meet the unique needs of your event.

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Operations Policies and Guidelines

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Policies and Procedures for Use of the Forum Plaza

Acknowledgement
Facility Information And Guidelines
The UIC Forum is a state-run facility that abides by all policies and procedures of the State of Illinois, in conjunction with those set forth by the University of Illinois at Chicago. Any organization that wishes to host an event at the UIC Forum must be in good standing within the state of the organization’s formation.

A dedicated event administrator will be able to assist with any and all questions related to the policies and guidelines listed in this facility guide. Please contact your event administrator if you need more information. Certain policies may require approval and/or supervision from the Operations or Audiovisual departments. These will be communicated with you through your event administrator. Any exceptions to these policies must be obtained in writing from the Executive Director of UIC Venues and Events or his designee.

BUILDING POLICIES AND GUIDELINES

Accessibility (ADA)
All events must comply with all provisions of the Americans with Disabilities Act (ADA). It is the intention of the UIC Forum to provide all reasonable accommodations for persons with disabilities. The UIC Forum provides accessible entry, seating, elevators, and restroom access.

Handicapped parking is available to individuals with a valid disability parking permit in the surrounding lots.

Service animals are welcome at the UIC Forum. The ADA defines a service animal as an animal trained to provide assistance to an individual with a disability through a specific action. Therapy and anxiety pets are excluded from this provision.

Animals
Animals and pets are not permitted in the UIC Forum without prior approval. Approval is based on whether the animal or pet is part of an exhibit, activity, or performance legitimately requiring use of animals. Approved animals must be on a leash or under similar control at all times. The owner takes full responsibility for their animal and any resulting damages to the UIC Forum property.

Registered service animals are excluded from this policy.

Attendance and Room Capacities
Room capacity is determined by state and federal fire and safety regulations and enforced by UIC Forum staff. Admittance of a larger number of persons than can freely and safely move within the contracted space is strictly prohibited. The UIC Forum staff will monitor occupancy and reserves the right to deny entry after capacity has been reached.

Room capacities will vary widely depending upon the intended function of the room, including furniture, staging, audio/visual equipment, and food and beverages requirements. Your event administrator will work with you to ensure safe and appropriate allocation of space.
Certificate of Insurance
All organizations doing business with the UIC Forum are required to provide a certificate of liability insurance. The client shall provide, at its expense, public liability insurance issued by a company licensed to do business with the State of Illinois and acceptable to the university. Such coverage shall be in the following minimal amounts:
- Comprehensive General Liability Insurance, including Bodily Injury, Property Damage, Contractual and Products Liability:
  - $1,000,000 per occurrence
  - $2,000,000 aggregate
- Employer's Liability: Coverage $500,000
- Worker's Compensation, including occupational disease under the terms of the Illinois Worker's Compensation Act

The certificate should read: THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS IS HEREBY NAMED AS ADDITIONAL INSURED.

The policy must be written by a company with a rating of at least B+: VI in the most recent edition of BEST's Rating Guide. The event is to be named along with the date on the certificate of insurance. Coverage must also include load in and load out.

The client shall furnish the UIC Forum with a Certificate of Insurance signed by a licensed agent of the insurance company no less than fourteen days prior to the commencement of the agreement.

Elevators
There is one public elevator located in the front lobby. This elevator is provided for use by the general public and may not be blocked or used to transport equipment. The UIC Forum has two freight elevators located in the Main Hall service corridor.

Event Code of Conduct:
Proper behavior is expected of all clients and guests at UIC Forum events. Unruly or inconsiderate behavior will not be tolerated and will be grounds for ejection from the venue and/or ticket privileges.
Such behavior includes, but is not limited to:
- No Ticket/Trespass Restricted Area
- Public urination
- Bringing alcohol in or out of the building
- Unruly or inconsiderate behavior
- Profane, abusive, or disruptive language
- Damage or defacement to the building
- Smoking or tobacco usage on the premises
- Use of unauthorized recording devices
- Throwing objects
- Failure to comply with staff and/or security
- Intoxication
- Any conduct beyond reasonable behavior
Forum Staff

Event Services Department
The UIC Forum event administrators are the point of contact throughout the event process, from early planning stages to final bill settlement. Upon execution of contract, you will be assigned a single event administrator who will assist you in planning your event, advise you of all costs related to your event needs, assist you in the coordination of food and beverage service, and be present on site during your event to ensure a successful execution of all of your event needs.

The event administrators have complete decision-making authority regarding the UIC Forum facility, staffing, and equipment and are committed to helping your event succeed. All event requirements or questions should be communicated with your event administrator.

Event Operations Department
The UIC Forum Operations department is responsible for the maintenance of the building and the setup of events. They work diligently to ensure they provide a clean facility for your event. They are responsible for the physical setup of rooms and respond to on-site requests as conveyed to them by your event administrator.

Production Department
The UIC Forum Production Department consists of highly skilled multimedia technicians and sound engineers. The Production Department are not IT Engineers. They are responsible for the setup and operation of all of the in house production equipment and will work with external contractors to ensure a successful event.

House Staff
The UIC Forum retains exclusive rights to provide ticket takers, door guards, and ushers in all areas of the UIC Forum. Ushers are required for all public events, ticketed and nonticketed. Your event administrator will determine the appropriate staffing requirements.

Hours of Operation
The UIC Forum’s regular business hours are Monday–Friday, 8:00 a.m.–4:30 p.m. CT. Access to the building can be obtained by calling the on-duty operations phone at (312) 459-6009. Access to the building outside normal business hours is subject to availability.

Lobby and Common Spaces
All UIC Forum lobby and hallway spaces serve as entrances for facility guests. The use of the lobby for registration, food function, or exhibits is subject to availability and must be approved by the UIC Forum. If your event is permitted to use the lobby for event functions, you must submit a diagram in advance for final approval. At no time may a client use the lobby in such a way that disrupts or disturbs concurrent events or restricts event ingress/egress.
Lost and Found
Any items lost and found will be securely held for 60 days. Lost items can be claimed by calling the main office line at (312) 413-5700. Specific information will need to be provided for retrieval. All items must be picked up in person. The UIC Forum will not ship items. Unclaimed items will be disposed of after 60 days.

Prohibited Items
Patrons attending events at the UIC Forum are prohibited from entering the building with the following items:
• Professional cameras
• Laser pointers
• Mace
• Weapons of any kind including knives, spikes, sticks, or anything else deemed unsafe
• Aerosol cans
• Bottles or cans
• Outside food or beverages
• Noisemakers or air horns
• Graphic boards
• Pyrotechnic devices
• Strollers
• Balloons

The prohibited items list should be used as a guide and is not designed to be all-encompassing. UIC Forum management reserves the right to restrict any item it deems to represent a threat to the safety of UIC Forum events, clients, and guests. Any behavior or activities that are in violation of contemporary and local standards of decency are strictly prohibited.

Promotional Items
Clients must receive prior approval from the UIC Forum for any promotional items or giveaways. No stickers, decals, or other adhesives are permitted. No projectiles are permitted.

Any costs associated with damages from promotional items will be billed to the client.

Smoking and Tobacco Usage
The University of Illinois at Chicago is a smoke free and tobacco free campus. Smoking is not permitted anywhere on the premises. Smoking of any kind, including vaporizers, and the use of smokeless tobacco products are strictly prohibited inside the facility and on UIC property.
**EVENT POLICIES AND GUIDELINES**

**Advertising**
Advertising for a specific event may not commence until a contract has been executed. The UIC Forum can assist with certain areas of advertising, including social media outreach, e-blasts, and marquee advertisements at the UIC Forum, the UIC Pavilion, and other designated areas.

All promotional materials must be approved by the UIC Forum and are required to display the UIC Forum logo (NEED LOGO). If an event charges for admission, all entry and/or ticket prices must be clearly stated on all advertising.

**Sound/Lights/Video**
All connections to the house system must be conducted by the UIC Forum Production Department. The UIC Forum offers a wide range of equipment, services, and support. The client is responsible for rental costs and any and all costs associated with the production services.

**Box Office and Ticketing**
The UIC Forum has an exclusive contract with Ticketmaster. All value-based tickets must be sold through Ticketmaster. The UIC Forum Box Office will maintain control of all ticketing. This includes advance ticket sales, on-site ticket distribution, box office operations, ticket sellers, and ticket sales revenue through the completion of final settlement.

No event can go on sale without an executed contract and initial deposit.

The designated event administrator will provide required information, including seating capacity, ADA requirements, and production holds and also assist in determining pricing and ticket text.

Tickets must be sold at the actual value listed on the ticket. Secondary ticket sales (consignment) are allowed. The number of tickets sold through consignment is subject to the approval of UIC Forum management. All unsold consignment tickets must be returned to the UIC Forum box office by the end of the day of the event. All unsold consignment tickets not returned on the event day will be subject to a $1 facility fee at settlement. Any exceptions must be approved by the UIC Forum at least 30 days in advance.

Complimentary tickets will be limited as dictated by prudent business practice. The UIC Forum will retain 50 complimentary tickets, unless otherwise contractually agreed upon.

All credit card transactions are subject to a 3.12% fee, which will be charged to the client on the event settlement.
The UIC Forum Box Office is only open on event days, beginning two hours before the scheduled start time of the event. Advance sales will be managed through the UIC Pavilion Box Office, located at 525 South Racine Avenue. Standard hours of operation are Thursday and Friday, 9:00 a.m.–4:00 p.m. Any additional hours requested are subject to the approval of the UIC Venues and Events executive director or his/her designee and all associated costs will be assessed to the client.

Coat Check
The UIC Forum does not offer or staff any coat checks. The designated event administrator can assist with identifying a location within the building. Staffing and liability are the responsibility of the client.

Deliveries
Due to limited storage space, the UIC Forum cannot accept any advance shipment of show materials more than three days before an event and will not hold items at the conclusion of an event. Any attempted delivery of items more than three days prior to the event will be refused.

It is the client's responsibility to make arrangements for any shipments or pick up of event related items. The UIC Forum is not responsible for arranging for shipment or pick up of items left at the conclusion of an event.

It is requested that all shipments be coordinated in advance with your event administrator. The UIC Forum will not be held liable for any loss, damage, or injury to property of any kind that is shipped or otherwise delivered to the UIC Forum. All deliveries must be scheduled during normal business hours (9am-5pm EST or 8am-4pm CST.

Any shipments sent to the UIC Forum must include the following information:
   UIC FORUM
   725 W Roosevelt Rd
   Chicago IL 60608
   NAME OF RECIPIENT OR LICENSEE
   NAME OF THE EVENT
   NAME OF ASSIGNED EVENT ADMINISTRATOR

Any unauthorized items left behind on UIC Forum property will be disposed of at the conclusion of the event.

Deposits
The client is responsible for submitting payment of 25% of the contract due at the time of contract. The remaining balance is due 30 days prior to the event.

Acceptable forms of payment include cashier's check, certified check, credit card, or wire transfer. Credit card payments require a 5% convenience fee.
Entertainment Riders
The client must provide a complete rider at the time of contract for any concert, comedy show, or other special event that includes touring entertainment to ensure that all staffing needs are met. It is the responsibility of the client to fulfill the entertainment rider.

Equipment Rental
Equipment needs should be communicated as soon as possible to ensure that there are no equipment shortages. Only members of the UIC Forum staff may install or operate any UIC Forum equipment or equipment rented by the facility.

The UIC Forum does not guarantee the use of carts or pallet jacks. All arrangements for carts or pallet jacks should be communicated to your event administrator to ensure availability.

All equipment is subject to availability. When the UIC Forum inventory is exhausted, arrangements must be made with an outside vendor for additional equipment. Additional equipment obtained through the UIC Forum, over inventory, will be billed at cost plus a 12% handling fee and any labor required for setup or takedown.

The client is responsible for any equipment or furniture that they have rented independently.

Event Schedules
All clients are required to submit a copy of their event schedules at least 30 days in advance. Event schedules must include arrival and departure times, planned schedule of activities for the event, and any advance equipment delivery schedule.

Event Times
Events may start as early as 6:00 a.m. Load in times must be approved by the designated event administrator. All events must end no later than 11:30 p.m. and load out must conclude no later than 1:00 a.m. Exceptions can only be granted by the executive director or his/her designee.

Floor Plans
The client must submit a floor plan at least two weeks before the event. The designated event administrator will provide a general floor plan, including requested equipment, for approval. All reserved event spaces are required to have an approved floor plan. If the event is ticketed, a floor plan must be submitted prior to your event going on sale.

The UIC Forum reserves the right to approve or decline all floor plans.
Food and Beverage
All food and beverage for public consumption must be purchased through the UIC Forum’s exclusive concessionaire, Sodexo and Affiliates. Sodexo also holds our concession liquor license. Pepsi is contracted with the University. Only Pepsi products can be served within the UIC Forum. Food and beverages may not be brought onto the premises to be sold, used, consumed, or given away without the written consent of the UIC Forum. Cooking shows are excluded from this restriction.

Clients may bring in food and beverage items for personal consumption for up to 20 people. Items must be brought in sealed packages and must be consumed out of view of the public. The client is responsible for cleanup.

Food and Beverage Sampling
Food and beverage samples must not be greater than 2 oz and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event. All food and beverage samples are subject to approval. Additional rules and regulations apply to the distribution of alcohol samples.

Alcohol
The client must notify the designated event administrator of the intent to serve alcohol at least three weeks prior to the event.

All alcohol served at the UIC Forum must be served by a certified bartender who is employed by a licensed caterer.

All alcohol offerings are subject to approval. A “Request for Alcoholic Beverage Service” form must be completed and approved prior to your event. The form can be provided by the designated event administrator and should be submitted at least two weeks prior to the event.

UIC Catering offers full bar options. Clients using UIC Catering will be charged for products as determined by UIC Catering and for one licensed bartender per 100 guests. Requests for UIC Catering can be completed online at uic.catertrax.com.

If an outside caterer is used, the following documents are required to gain approval:
- Current Business License Certificate
- A copy of the city or state Food Service Sanitation Manager Certificate
- A certificate of liability insurance naming UIC as the certificate holder

The request must include a detailed menu that indicates the items and quantities of food and beverages ordered and the number of expected guests. Without a menu, alcohol requests will be denied.

UIC Catering will provide bar service for any event if the contracted a caterer that does not hold an alcohol license. All items and staffing costs will be determined by UIC Catering and must be requested at least two weeks in advance.

All UIC Forum staff members will enforce proper alcohol management. The UIC Forum reserves the right to refuse service of alcohol beverages to anyone.
Catering
The UIC Forum does not have an exclusive caterer. UIC Catering offers a full range of menu selections that can be customized for any event. You may also use an outside caterer of your choosing.

If you choose to use an outside caterer, you will be assessed a fee of 10% of your gross sales. A final catering bill and payment must be presented no later than one day prior to your event. An extension can be provided for last minute adjustments. If an extension is granted, a final bill and payment must be presented before the scheduled load-in time. If these requirements are not met, your caterer will not be allowed on the premises.

Outside caterers must adhere to all UIC Forum rules and regulations and provide the following documentation:
• Copy of city or state Food Service Manager Sanitation Certificate
• Copy of current Business License Certificate
• Certificate of liability insurance naming UIC as the additional certificate holder. The Board of Trustees of the University of Illinois must be listed as additionally insured.

If your caterer will be providing alcohol service, you will also need to provide the following documentation:
• Current Liquor License Certificate
• Bartender Training Certificate (BASSET, TIPS)

Identification Requirements
All outside event staff and labor are required to wear an identifying shirt or badge at all times while at the UIC Forum. Clients are required to provide a list of anyone needing access to the building during load in/out times. Shirts must clearly display the name of the company and may not be covered by any obstruction. If badges are utilized, they must be worn at all times.

Media and Press
The client is responsible for notifying the UIC Forum staff if an event is expected to attract media attention. All media must be credentialed and a list of expected media outlets must be provided. The client should also designate someone from their organization to serve as a media contact to answer any questions by the media during the event.

If you expect media trucks or satellite trucks at your event, your event administrator will assist you with determining staging and other facility needs. Any required cabling that runs across or along public walk ways must be ramped or secured by approved UIC Forum methods. Running cable overhead is preferred inside the building.

Medical Services
The UIC Forum reserves the right to require medical services for any size or type of event. If medical services are required, the UIC Forum staff will arrange for these services through our exclusive provider. Services will be scheduled based on event activity and in compliance with state and facility regulations.
Music & Media Licensing
The client is responsible for obtaining any proper licensing for the use of copyrighted music, videos, sporting events, and/or movie clips.

Photography
The UIC Forum retains the right to take photographs of any events for possible publicity or marketing use. If credentials are required for photography, the client must provide a credential for the UIC Forum photographer.

Safety
The client shall be held responsible for exercising due care and reasonable control to ensure the safety and protection of persons or property at the event and shall cooperate with and comply with efforts of the UIC Forum and the University of Illinois at Chicago to ensure the same. If it is determined that for any reason adequate safety or protection of persons or property at the event cannot be ensured through reasonable security and other precautions, permission for the use of the facility may be denied or withdrawn.

Security
The UIC Forum retains exclusive rights to provide event security services, which may include off-duty police officers, and to require security for any event, from the time of initial occupancy to the completion of move-out or otherwise as determined by your event administrator.

The UIC Forum requires prior notification and the right of approval for armed security in the facility. The only armed security personnel allowed in the facility are law enforcement officers with jurisdiction over the facility or off-duty officers hired by the UIC Forum.

The UIC Forum retains the right of final approval for all security arrangements conducted within the facility.

Settlement
For your convenience and clarification, an event settlement sheet summarizing fees, additional charges, and credits is prepared after each event. Upon request, your event administrator will schedule a time to review this settlement with you.
**Balloons**
Due to the UIC Forum's high ceilings and exposed rigging, no helium (lighter than air) balloons are permitted in the facility. This includes use as decorations, and they may not be sold or distributed to the public. Any costs incurred due to the unauthorized use of helium balloons will the responsibility of the client.

Balloons drops are allowed. The UIC Forum will not assist with the hanging, releasing, or removal of balloon drops.

**Banners and Signs**
All event banners and signage locations and language must be approved by the UIC Forum at least two weeks in advance and can only be hung by approved methods. The use of unapproved tapes, nailing, drilling, or stapling of signs is strictly prohibited. The only approved tapes to hang signs at the UIC Forum are gaffer's tape and painter's tape. Gaffer's tape and painter's tape are available for purchase with advance notice.

The use of handwritten signs is discouraged. UIC Forum may be able to assist with last minute signage.

The Forum’s permanent signs, banners, and other decorations may not be blocked in any manner. Temporary signs may not be attached or hung from any permanent UIC Forum signage. Signage may not be affixed to any outside glass door or window. Free standing signs, easels, banners, decorations, or similar materials are allowed but must be placed in an area that will not cause a traffic or fire hazard.

Signage may be draped over or affixed to podiums with approved methods. Any damage resulting from the improper and/or unauthorized installation of banners or signs will be the responsibility of the client.

**Cables**
Cables must be flown or run over doors in order to avoid trip hazards. When impossible, cables must be secured with gaffer's tape or cable ramps. The UIC Forum will not allow the building to be open to the public until all cables are safely secured.

**Catwalks**
Only authorized UIC Forum personnel and contractors are allowed access to catwalks.

No outside contractor is allowed to move equipment or lights currently set on the catwalk without the permission and supervision of the UIC Forum Production department. Any violations will result in the client being charged for the rate of reset and any resulting damages.
**Damage and Building Condition**
Any damage to any UIC Forum property or equipment should be reported immediately. Any damage done to the UIC Forum property or equipment by a client’s subcontractors, employees, or exhibitors, including load in/out, are the financial responsibility of the client.

A member of the UIC Forum Operations department will inspect the contracted spaces prior to load in and at the conclusion of load out. A member of the client’s organization is encouraged to participate in these inspections. Any damages will be reported no more than ten days after the event. The client is financially responsible for any and all damages.

**Decorations**
All decorations are subject to approval and must adhere to the following guidelines:
- Decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, doors, floors, glass, painted surfaces, or walls.
- Items such as glitter, confetti, rice, bird seed, sand, dirt, and mulch are not permitted on any carpeted surface.
- Adhesive stickers, decals, or similar promotional items cannot be distributed or sold within the UIC Forum.
- No painting is allowed inside the UIC Forum.
- Candles and other flammable displays are strictly prohibited.
- The use of high-residue tape is prohibited on any floor. Only low-residue carpet tape and low-residue safety tape, or an approved equivalent, may be used. Any residue from unauthorized tapes will be removed by the UIC Forum staff at the expense of the client.
- No decorations may block or interfere with permanent fixtures and may not block exterior or interior doors, aisles, or passageways.

**Drones**
Drones are not permitted inside the UIC Forum.

**Electrical Equipment**
The UIC Forum reserves the right to refuse connection for any equipment that is deemed unsafe by the UIC Forum Operations department. For safety reasons, installation of all utility services involving electricity must be performed by approved members of the UIC Forum staff. A detailed listing of power requirements is required no later than two weeks before an event.

Utility panels and mechanical rooms may not be blocked. Only UIC Forum staff is authorized to access electrical floor boxes and make electrical connections and disconnections. All UIC Forum electrical equipment, such as extension cords, electrical panels, spotlights, and fixtures, are not to be removed by the client or event subcontractors. Any damages resulting from the improper use of electrical equipment will be responsibility of the client.

All electrical equipment must be U.L. approved and in good working condition. Extension cords must be secured in a manner that does not create a trip hazard or any other hazardous condition. Any cords run along the floor must be ramped and/or secured with gaffer tape.
Fire and Safety Regulations

All clients, including producers of events, subcontractors, and all exhibitors, must comply with all federal, state, and city fire codes. The following regulations apply:

- Operation of any heat producing or open flame devices is subject to approval.
- Pyrotechnics are not allowed.
- Candles or any other open flames are not permitted within the UIC Forum.
- The UIC Forum must approve any fogging or hazing. Only water-based hazers and foggers are permitted. Approved use of fog machines or hazers will require the presence of a building engineer during scheduled usage at a 4-hour minimum.
- Operation of gasoline or diesel powered vehicles within the UIC Forum is prohibited.
- Any smoke detectors or fire detection equipment must remain unobstructed and may not be blocked by displays, signs, technical, or theatrical equipment.
- All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
- No part of a stairway, hallway, corridor, or balcony shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time the UIC Forum is open to the public.

Floor Protection

To preserve the natural beauty of the terrazzo floors in the lobby area and Roosevelt hallway, all displays in these areas are subject to approval. The UIC Forum may require the use of carpeting or similar materials in order to protect the terrazzo. The use of hand carts or pallet jacks is not permitted on the terrazzo.

Any event that features a display or exhibit that includes cooking, water, sand, or similar materials will require the use of a leak proof covering at the client's expense.

Metal-wheeled vehicles, carts, or equipment handling devices are prohibited in the UIC Forum. Any rubber-wheeled carts or pallet jacks must be approved by the UIC Forum Operations staff. Any dirt or staining from unauthorized carts on carpet will result in additional cleaning costs. Forklifts are not allowed on any carpeted surface. Any items brought into the building via forklift must be unloaded and carted onto any carpeted areas.

Fork and Scissor Lifts

The UIC Forum does not provide or operate forklifts. The client is responsible for renting forklifts and arranging for a licensed forklift driver.

Forklifts are only permitted to be used in service hallways and loading dock areas. No forklifts are allowed on any carpeted area or terrazzo. The use of any forklift or scissor lift requires a valid operating license. Any damages resulting from the improper use of a forklift or scissor lift by show personnel will be the responsibility of the client. The use of steel-wheel carts, pallet jacks, and hand-trucks is not permitted.

Laptops

UIC Forum does not supply any laptops to clients, vendors and/or speakers. It is the client's responsibility to bring a laptop with the appropriate connections.
Further detail can be discussed with the client and events administrator. In addition, UIC Forum staff does not run programs or powerpoints off laptops. It’s the client’s responsibility to have a staff member or volunteer run the laptops.

Last minute changes
All events should have an approved layout and detailed estimate 3-5 business days prior to the event. For any set-up changes that occur the day of load in or the day of the event that the client has requested onsite, a fee will apply.

Load In/Out
The UIC Forum retains the responsibility for the opening and closing of the building. No keys or special access is permitted for any event. Clients must also adhere to the following guidelines:

• Loading dock doors must remain closed at all times. In rare cases, authorization may be granted to leave the dock doors open. If authorization is granted, a security guard is required at a four-hour minimum at the expense of the client.
• Loading and unloading items through the main doors is strictly prohibited.
• All event items must be loaded in/out through the Union Street doors or loading docks. Items may not be brought in through the front doors or Roosevelt Road doors.
• Exterior doors may not be propped open for any reason.
• Load-in/-out times are based on the event schedule and are subject to change. If an event requires load-in/-out days, the client will be required to pay a fee to guarantee availability.
• A schedule and list of items being loaded in/out of the building must be provided in advance. The UIC Forum will assist the client in determining appropriate entrances.
• The number and type of vehicles involved in load-in/-out must be submitted five days in advance.
• Trucks and trailers are prohibited from parking in the loading docks with prior consent of the UIC Forum. Unless a trailer is being loaded or unloaded, it must be removed from the loading docks.
• Personal vehicles are prohibited from parking in the loading dock except for the temporary loading or unloading of event related materials.
• All load in/out personnel must wear an item signifying their company. Acceptable items are a company shirt with logo, lanyard, or nametag. If lanyards or badges are used for credentials, the should be clearly marked for all staff, contractors, and exhibitors. The client must provide badge samples prior to the event and indicate access permission for each badge type. For large load in/outs, a UIC Forum staff member will be required to check badges for an additional fee billed to the client.
• All outside contractors and exhibitors hired by the client must adhere to all applicable rules and regulations. Any damage incurred on their specific work area will be the responsibility of the client.
• Theft, attempted theft, misappropriation of property, or the aiding of such acts will result in immediate removal and possible criminal charges.
• Fork lifts/lift devices are not allowed on the main hall carpet and must run on either propane or electric.
• No pallets or pallet jacks are allowed on any carpet unless proper protection is in place and all wheels have been checked and cleaned from any type of dirt, grease, or oil.
• All production equipment must be transported through the service hallways. Equipment or road boxes are not to be transported through public areas.
• Failure to remove all event related items from the UIC Forum by the end of the contracted event times will result in financial damages and disposal charges at the expense of the client.

**Merchandise**
A fee will be added if a client/event wants to sell merchandise onsite.

**Moveable Walls**
The movable walls in the main hall and meeting rooms can only be installed and removed by UIC Forum staff. Any damage from the unauthorized handling of these walls will be billed to the client.

**Propane**
The use of propane within the building must be approved by the UIC Forum. It is required that you contact your event administrator if you or one of your exhibitors requires the use of flammable gas. If needed, an operating engineer will be required at the expense of the client.

**Rigging**
Only certified union riggers (IATSE) are allowed to rig anything at the UIC Forum. Union riggers must be coordinated by the UIC Forum Operations Department.

For public safety reasons, the UIC Forum must approve all rigging. Nothing may be attached to any UIC Forum electrical or mechanical systems. This includes ducts, electrical conduit, or raceways. Rigging may only be attached to approved structural beams. No rigging is allowed in the meeting rooms.

**Roof Access**
Access to the roof requires the prior approval of the UIC Forum Operations department. Access to the roof areas must be through designated locations.

Penetrations to the roof surfaces are strictly prohibited. Any damages from nonadherence to this requirement will be the responsibility of the client. All items placed on the roof must be removed by the end of move out in the presence of a UIC Forum supervisor.

**Tape Policy**
The use of tape on any facility surface is subject to approval. Taping is not allowed on the terrazzo floors.

The use of high residue tape is always prohibited. This includes duct tape, packing tape, and high residue double-sided tape. Gaffer’s tape and painter’s tape are the only approved tapes and can be provided with advance notice for an additional fee.

The client is responsible for the removal of any tape applied to any surface as well as any tape residue left after removal.
The following policy pertains to the use of the UIC Forum Plaza, located immediately in front of the Forum's main entrance. The Forum reserves the right to review and subsequently approve or reject any proposal. Proposals that do not adhere to the policies listed below will be rejected.

• Any request for the use of the plaza must be affiliated with an event occurring in the UIC Forum on the same date and time.
• The proposed use must not disrupt the activities of either the university or the surrounding community. Example of disruption include:
  o Interfering with or attempting to interfere with, impairing, or impeding the university's regularly scheduled classes, events, ceremonies, or normal and essential operations.
  o Interfering with, impeding, or blocking the flow of vehicular or pedestrian traffic.
  o Interfering with, impeding, or blocking the ingress or egress of the UIC Forum.
  o Willfully, negligently, or with reckless disregard committing any act likely to create a health or safety hazard.
  o Interfering with a registered event by blocking views or making sufficient noise to hamper a speaker or performance from being heard.
  o Using voice or amplification systems resulting in violations of city noise ordinances, disturbing residence hall quiet hours, or impeding the academic mission of the university.
  o Willfully, negligently, or with reckless regard engaging in the destruction of university or personal property.
  o Willfully, negligently, or with reckless regard causing physical or emotional harm to others.
• No alcohol may be served or sold on the plaza except in accordance with university policy or state law.
• The client must procure and produce any additional insurance or licenses as needed.
• The UIC Forum reserves the right to decrease the volume of all amplified noises and sounds.
• Any structures, such as canopies or tents, must be free standing and weighted down. Stakes, nails, or any other method of securing the structure that requires drilling will not be permitted.
• Requests for use of the plaza should be made in writing at least ten business days prior to the proposed event. The request should include:
  o Date and time of the event.
  o Organization sponsoring the event.
  o Name, address, phone number, and e-mail address of a contact person.
  o A detailed description of the activity that is proposed.
  o Any food or beverages to be served or sold.
  o Equipment to be utilized (tables, chairs, platforms, etc.)
  o Setup and cleanup procedures and timeline.
  o The plan in the case of inclement weather. Please note that not all plaza activities may be able to be accommodated inside the UIC Forum.
  o Any additional information that is specific to the event.
• Final layout of the plaza must be approved by the UIC Forum.
• The client is responsible for any damage caused to the plaza and adjacent areas. This includes, but is not limited to, any damage or injury to any vehicles, pedestrians, or personal property.
• The client is responsible for any additional cleanup needed in the plaza and external areas of the UIC Forum resulting from the event. The plaza should be returned to its original condition at the end of the event. Failure to perform the necessary cleanup will result in additional costs to the client.
• The Forum reserves the right to terminate or cancel any event or activity it deems unsafe or not in compliance with the above listed policies. The UIC Forum may exercise this right both prior to and during the event or activity.
• The University of Illinois and the UIC Forum do not accept responsibility for any damages to person or property on the plaza due to the events or activities taking place. This includes, but is not limited to, any damage or injury to any vehicles, pedestrians, equipment, or personal property.
ACKNOWLEDGEMENT

I have read the UIC Forum Facility Guide and will enforce all rules and regulations stated in this document. I agree to any and all liability and indemnity provisions contained herein. I understand that failure to comply with or enforce these regulations may result in financial penalties and a delay in the event start until compliance is obtained.

Printed Name __________________________________________________

Signature: _____________________________________________________

Company Name: ________________________________________________

Title: __________________________________________________________

Phone: ________________________________________________________

Address: ______________________________________________________

Event Name: ___________________________________________________

Event Date:_____________________________________________________

Date Signed: ___________________________________________________

Please list any and all persons authorized to make changes to the event that may incur additional charges:

Name:_________________________Title:____________________________

Name:_________________________Title:____________________________

Name:_________________________Title:____________________________

Name:_________________________Title:____________________________

Name:_________________________Title:____________________________

Name:_________________________Title:____________________________

Please return a signed copy of this page via fax or e-mail.

UIC Forum
Attention: Event Administrator
Fax: (312) 996-2196