



Expo Breakout Session

2022 Bank of America Chicago Marathon Event Preparation Meeting

Introductions and updates

Security plans

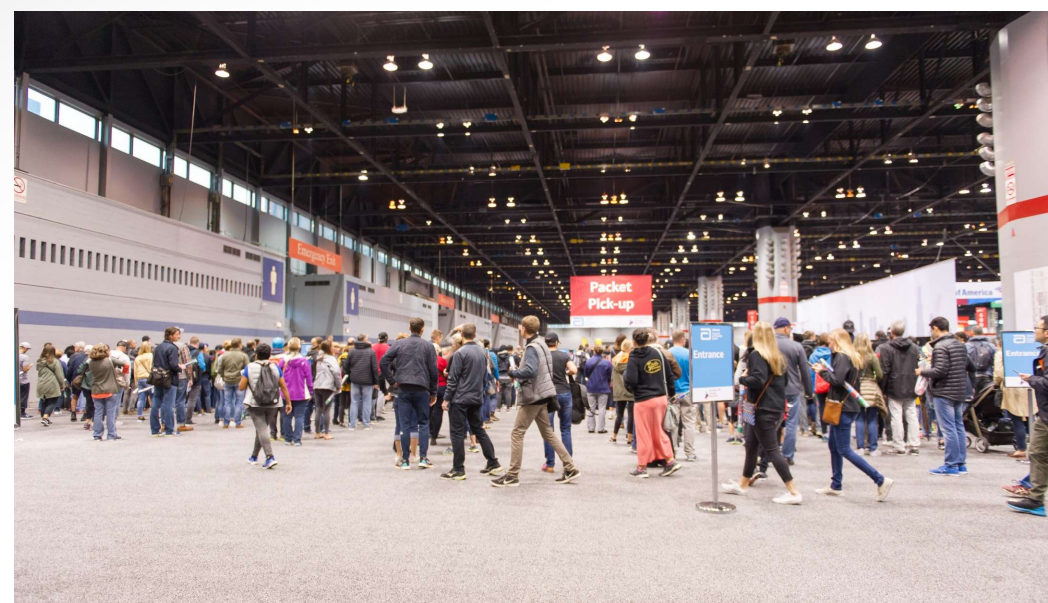
- There will be random bag screening and no oversized bags allowed. We will check any oversized at the entrance of the Expo Hall. There will also be a designated flow into and exiting the Expo Hall.

Ribbon cutting ceremony

- Thursday – Slightly larger Press Conference

Abbott Chicago 5K

- 5K Packet Pick-up will be inside the Ballroom, at the end of the Marathon packet pick-up booths. If anyone shows up after Expo closes Friday direct them to go to the Services Tent at the Start Area on Saturday morning



Introductions and updates

Lost and found

- Lost and found items will be collected throughout race weekend at the Abbott Health & Fitness Expo and in Grant Park on race day. If you are looking for an item that was lost, please go to the nearest information tent for more information or visit www.chicagomarathon.com/lostandfound to confirm if your item was turned into the event lost and found. Following the event, items can be reclaimed at the Hilton Chicago (enter off 8th Street) from 5 p.m. to 7 p.m. on Sunday, October 9 and from 8 a.m. to 12 p.m. on Monday, October 10. Any items unclaimed by Friday, October 28 will no longer be available.

Abbott Health & Fitness Expo Main Stage

- Abbott Health & Fitness Expo Main Stage will have a set schedule that we plan to share in advance of Expo. No broadcast on EventHub or other platform. In person only.



McCormick Place Convention Center

Lakeside Building, Hall D – Same as 2017 40th Anniversary Year

Thursday, October

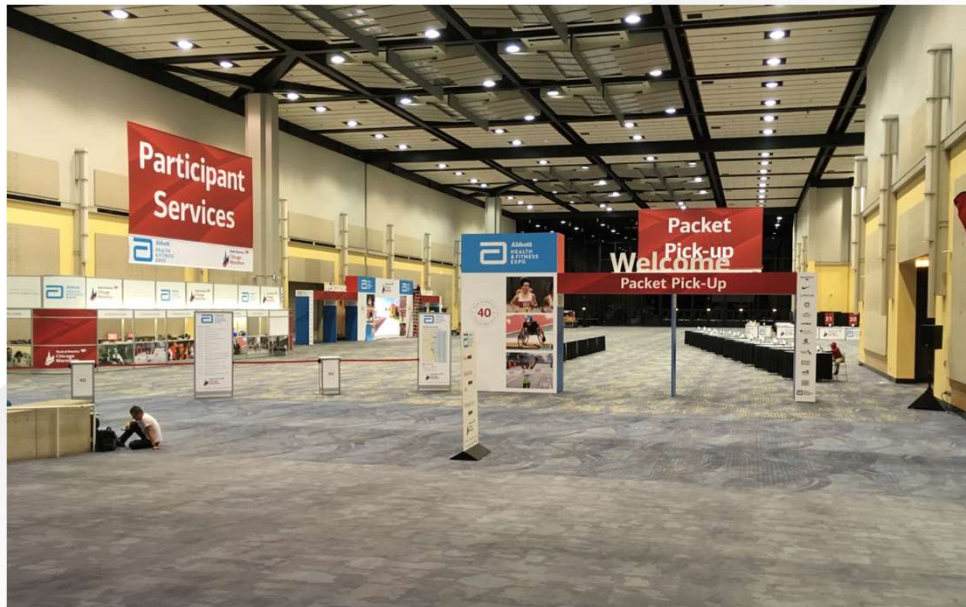
- 11 a.m. to 6 p.m.

Friday, October 8

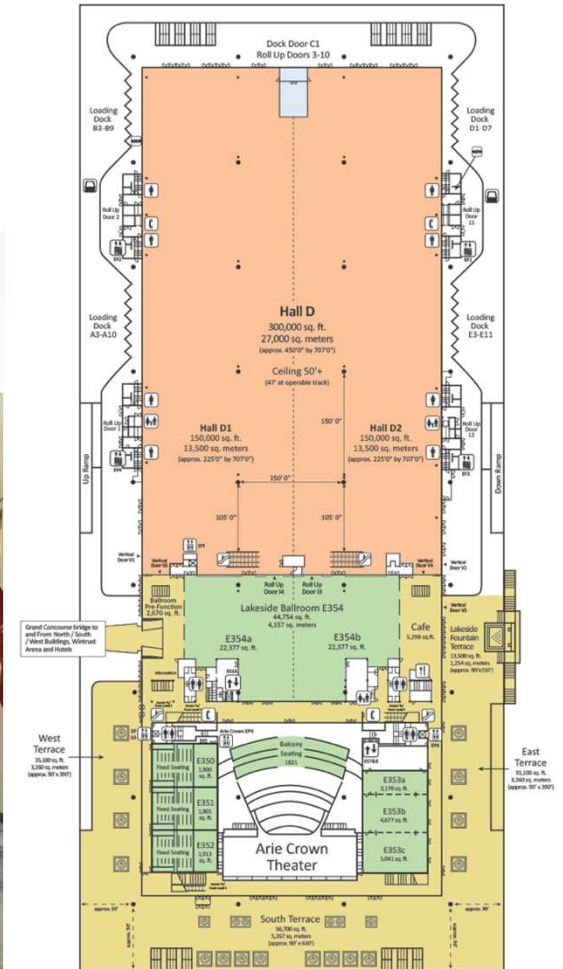
- 9 a.m. to 6 p.m.

Saturday, October 9

- 9 a.m. to 6 p.m.

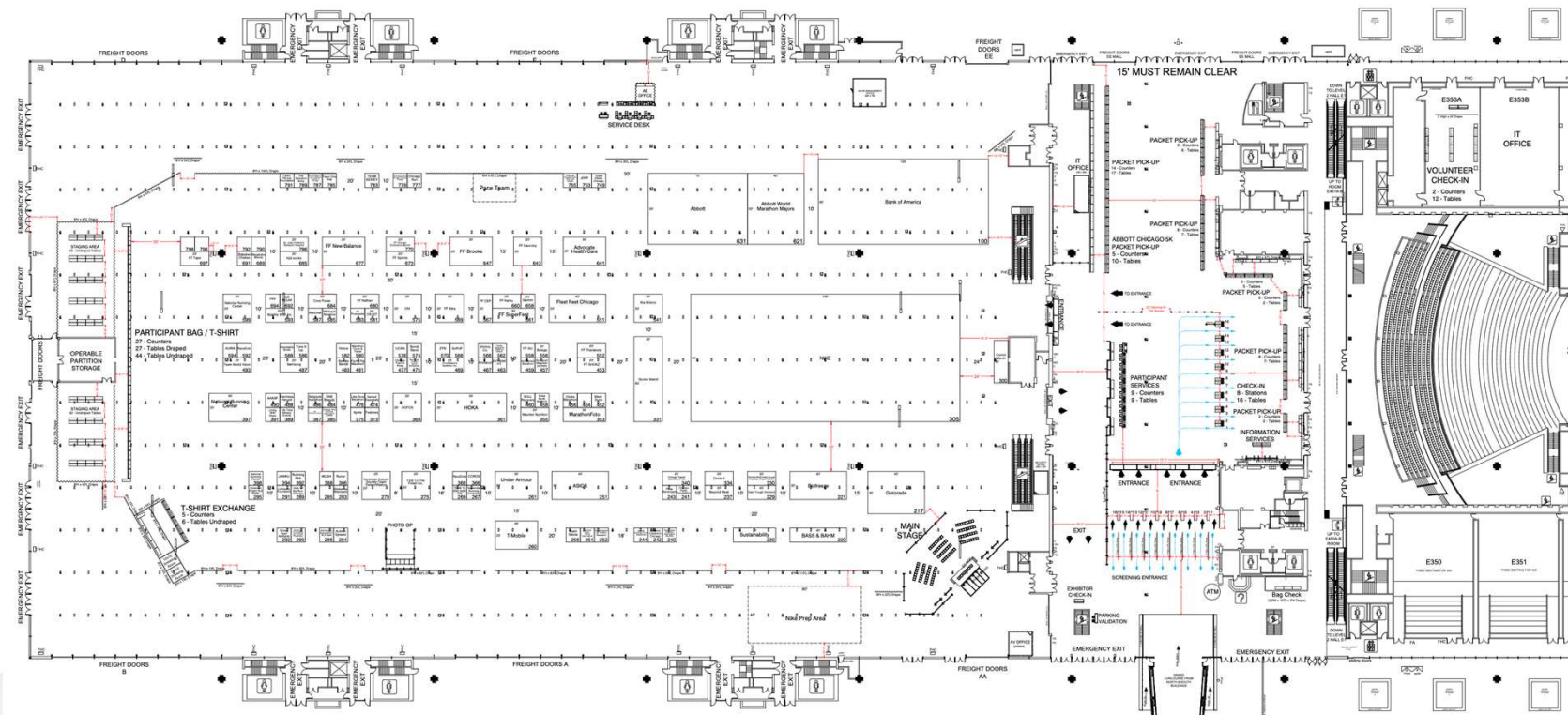


McCormick Place Lakeside Center Level 3



Expo floor plan

Live link: https://eventhub.net/events/Bank-of-America-Chicago-Marathon---Abbott-Health---Fitness-Expo-2022_3110



Security – Additional security plans for 2022

Expo hall sweep

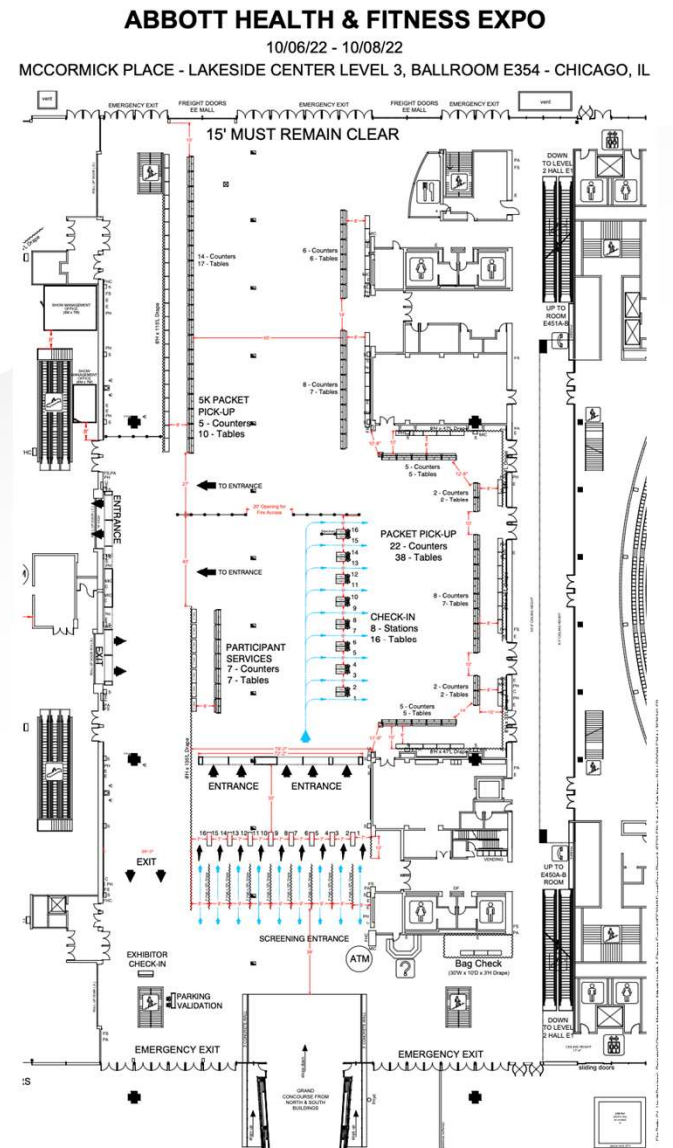
- There will be a full sweep of the expo hall in the morning and evening on Thursday, Friday and Saturday
- Unattended/suspicious package

Security screening and bag check

- security check point at the front of the expo hall
- Security will have wands to scan people entering the expo hall as they line up in the check in area
- Large personal bags (luggage, rolling bags, etc.) will not be allowed in the exhibit hall. A complimentary bag check will be available for attendees who are not permitted to bring their bags with them into the exhibit hall.
- K-9 units will be in the area to scan all bags checked

If you see an unattended bag or package, follow the three “C’s.”

- Claim: Ask if anyone in the area claims the item. If no one claims it, then go to the next step
- Cop: Tell the nearest BACM Staff about the bag. If there isn’t staff nearby, then go to the next step
- Call: notify expo ops via radio
- Do not touch package or attempt to move the package. Quietly move people away from package without causing a huge disruption or panic.
- Security and police presence



Security (cont.)

- The following materials complement the event's emergency planning protocols. In advance of the Abbott Health & Fitness Expo, we encourage you to review these materials.
 - [Event Alert System \(EAS\) .pdf](#)
 - [Hands-Only CPR and AED Usage .pdf](#)
 - [Instructional video: https://cemevent.com/hands-only-cpr/](https://cemevent.com/hands-only-cpr/)
 - [Unattended package .pdf](#)
 - [Active Shooter \(.pdf\) – Run. Hide. Fight. Video](#)

Expo evacuation plan and resources

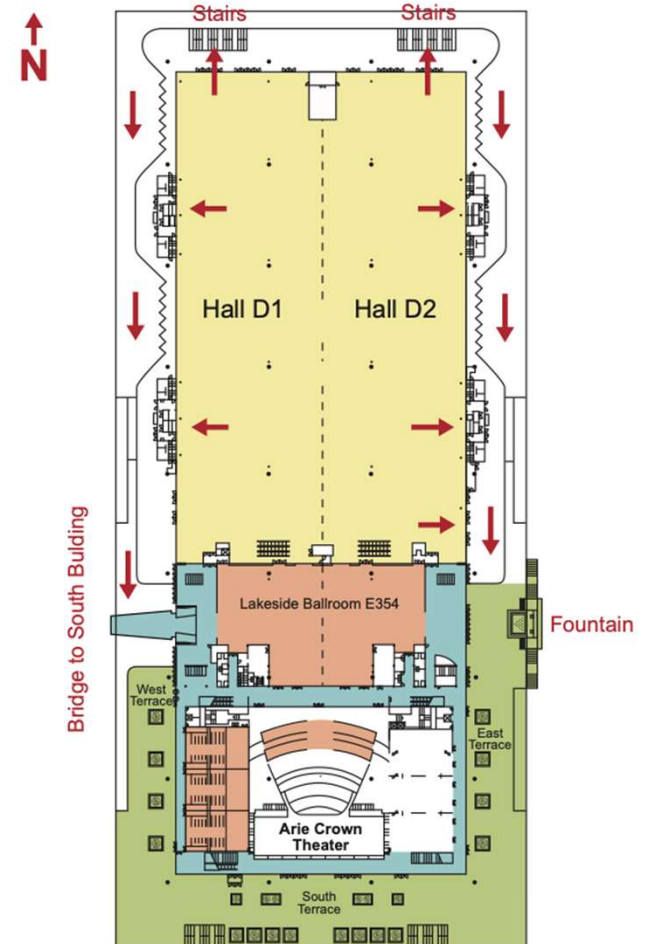
Resources

- Designated evacuation lead(s) for key areas
- Expo evacuation checklist and map
- Bullhorn(s)

*Detailed documents will be provided
race week.

Exhibit Hall D

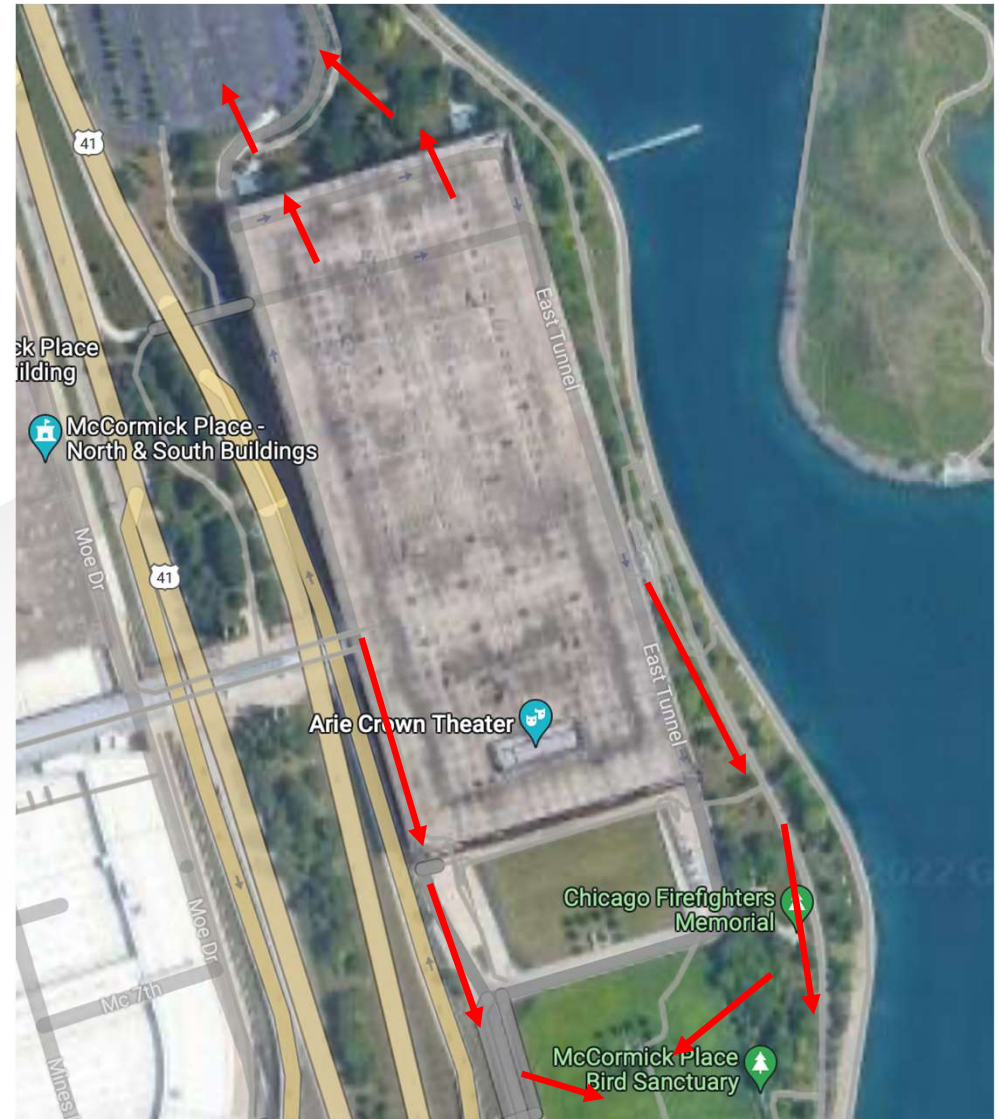
- West exits - proceed into the West roadway and walk left (South) to the bridge and grass area.
- East exits - proceed into the East roadway and walk right (South) to the fountain area. Continue down the stairs or vehicle ramp to the lakefront.
- North exits - proceed to the East or West outdoor stairs and walk down and then North to the lakefront.



Expo evacuation plan

Exhibit Hall D

- West exits - proceed into the West roadway and walk left (South) to the bridge and grass area.
- East exits - proceed into the East roadway and walk right (South) to the fountain area. Continue down the stairs or vehicle ramp to the lakefront. Proceed south to grass area
- North exits - proceed to the East or West outdoor stairs and walk down and then North to the lakefront. Meet in Soldier Field parking lot



McCormick Place security

If fire, medical or police assistance is needed:

- Dial extension 6060 from a house or exhibit booth telephone.
- Dial 312.791.6060 from an outside phone line. (including the Hyatt Regency McCormick Place Hotel)
- Please refrain from calling 911. If you do call 911, also call Security at numbers above.
- Stay on the line, calls are recorded. An officer will answer immediately. Be prepared to provide the location of the emergency by building, level and either hall, meeting room or corridor.

Expo hall

- Look at columns as they have letter/number identifiers near the top.
- Also look at other key points of the Expo references
- T-shirt, Entrance, Exit, Aisle banners, etc.

Packet Pick-up area

- Packets – look at zone # signs behind packet counters
- Poster Booth
- Participant services
- Aisle/Exhibitors
- Building identifiers
- Columns have identifiers on the top.

Participant Services Team

Participant Services Team		
Participant Bag & T-Shirt Captain	Lillie	Council
Participant Bag & T-Shirt Co-Captain	Robin	Tettah
Expo Packet Distribution Captain	Jen	Marhenke
Expo Packet Distribution Co-Captain	Steve	Mindel
Expo Information Booth Captain	Larry	Maher
Expo Information Booth Co-Captain	Dona	Nishi

Volunteer Team

Expo Volunteer Captain	Shirley	Pitts
Expo Volunteer Manager	Sabrina	Schiftar
Volunteer Check-In Coordinator	Dee	Franks
Volunteer Check-In Coordinator	Lauren	Ford
Volunteer Check-In Coordinator	Linda	Stewart
Volunteer Gear Check Supervisor	Pam	Mereness
Volunteer Hospitality Supervisor	Anant	Trivedi
Volunteer Hospitality Coordinator	Betty	Jenkins
Volunteer Guide Coordinator	Mary	Warren-White
Volunteer Guide	Grace	Prado
Volunteer Guide	Eric	Powell
Volunteer Guide	Gerardo	Ulloa

Staff and key volunteer information

Check-in

- New! Both staff and key volunteers will report to Volunteer Check-In

Uniform

- Event issued polo and black or khaki slacks
- Nike shoes if possible, or comfortable shoes of a non-conflicting brand

Meals

- Served from Volunteer Check-in
- Snacks and water
- Breakfast, lunch and dinner

Radios

- Area leads will receive radios – distributed from Volunteer Check-In

Providing event support

- Key volunteers that do not directly supervise general volunteers will be assigned to various areas of the Expo between shift changes to provide extra support and supervision.

Slide 13

SFO Is the plan that if someone is assigned a radio Shirley would then send them to the show office?
Samantha Furlong, 2022-09-01T22:28:40.139

PB0 0 @samanta - We landed on all things being check out or distributed from Volunteer room and process. Shirley would have all radios in there with her as well.
Paul Brackey, 2022-09-06T21:37:26.422

Volunteer overview and shifts

Confirmation Scan Greeters	5 per shift
Bib Number Look-Up	11 per shift
Packet Distribution	100 per shift
Packet Confirmation	27 per shift
Bag & T-Shirt	73 per shift
Information Booth	11 per shift
International Greeters	7 per shift

Recruit volunteers!

Registration is open available until Friday, September 30, at chicagomarathon.com/expovolunteerschicagomarathon.com/expo-volunteers

Thursday, October 6

1st Shift	10 a.m. to 2:30 p.m.
2nd Shift	1:45 a.m. to 6:30 a.m.

Friday, October 7

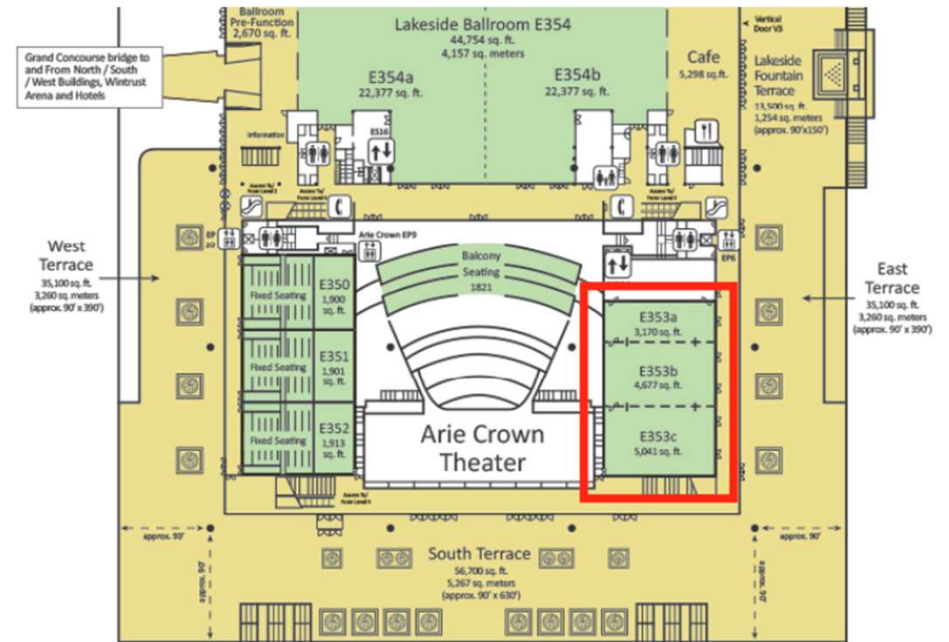
1st Shift	8 a.m. to 12 p.m.
2nd Shift	11:15 a.m. to 3:15 p.m.
3rd Shift	2:30 p.m. to 6:30 p.m.

Saturday, October 8

1st Shift	8 a.m. to 12 p.m.
2nd Shift	11:15 a.m. to 3:15 p.m.
3rd Shift	2:30 p.m. to 6 p.m.

Volunteer check-in – Room E353b

1. Check-in
2. Pick-up your shirt
3. Pick-up a snack
4. Check your gear
5. Meet with a guide



Slide 15

SFO Update

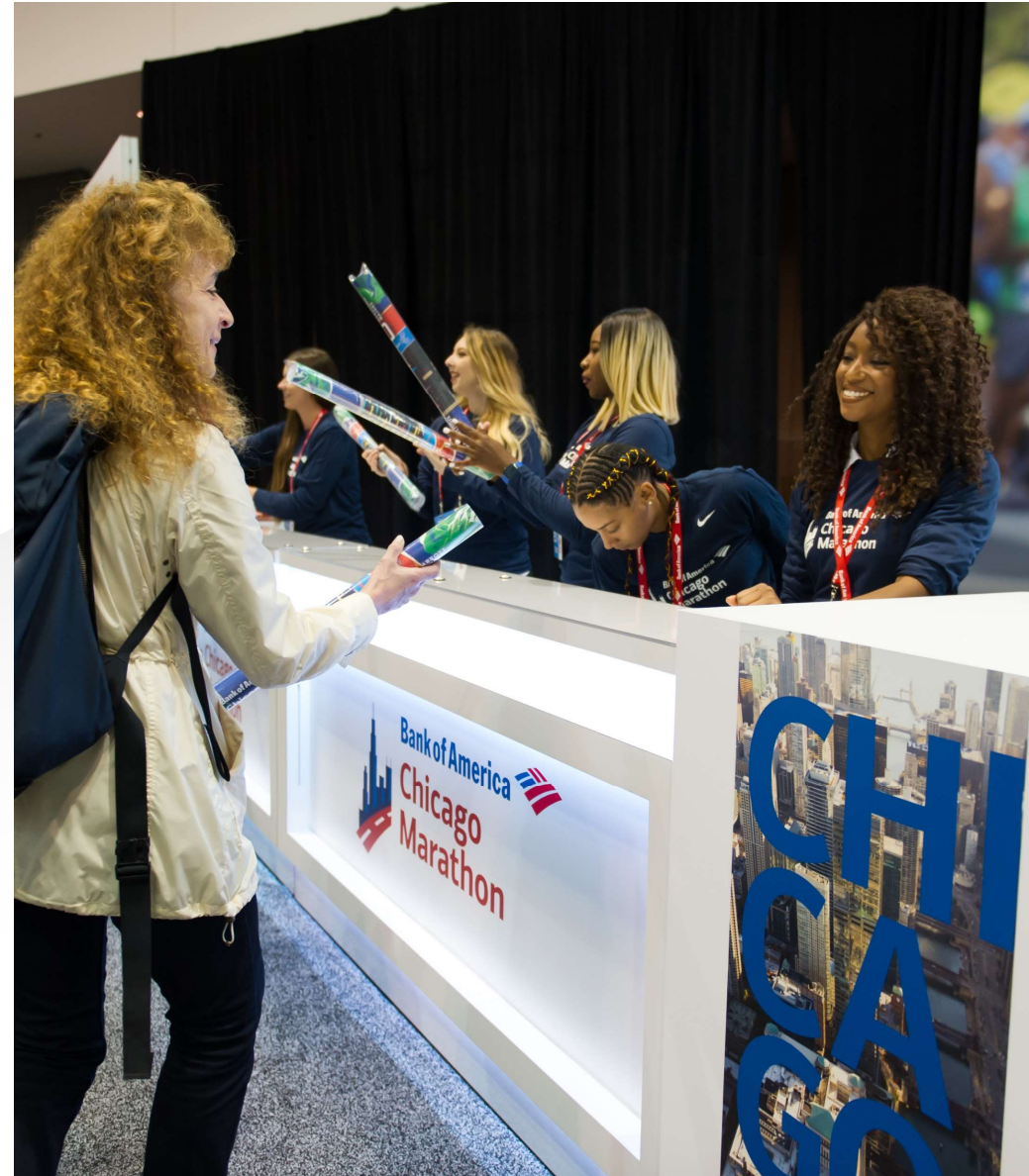
Samantha Furlong, 2022-09-01T22:35:47.954

PB0 0 @Samantha - need to determine which is best room for you. I am thinking E353b as it is much larger to facilitate check in.

Paul Brackey, 2022-09-06T21:53:08.493

Volunteer policies

- New! Volunteers must be 14 years of age or older on the day they volunteering.
- Volunteers must register in advance. Walk-up registration is not permitted.
- Gear check is required for belongings that cannot be carried in one's pockets.
- Volunteers will receive a long sleeve shirt and expo credential which must be worn as their uniform throughout their shift.



Transportation and parking

Public and general volunteers

- Public transportation - <https://www.mccormickplace.com/getting-here/public-transportation/>

SFO

McCormick Place parking - Parking Lot A and Parking Lot C - \$12 flat rate with parking chaser coupon that can be picked up at the Parking Validation Booth.

Thursday, Friday and Saturday ONLY.

- <https://www.mccormickplace.com/getting-here/parking-rates/>
- Staff and key volunteers will be reimbursed for the \$12 rate. See Shirley.



Slide 17

SFO PDB - can you please confirm hours? Will parking be offered on Thursday?
Samantha Furlong, 2022-09-01T22:37:13.366

PB0 0 Yes parking \$12 rate will be on Thursday - Saturday. Garages are staffed 24 hours
Paul Brackey, 2022-09-23T01:41:46.325

Transportation and parking (cont.)

Bike

- Conveniently located off the Lakefront Path, McCormick Place is easily accessible by bicycle and Divvy Bike Program.

<https://mccormickplace.com/wp-content/uploads/maps/MCPL-bike-map.pdf>



Move-in and set-up

Move-in begins on Wednesday Ballroom (Tuesday for Expo Hall)

- Anything in Ballroom for PPU and Volunteer Room will need to be done on Wednesday and a few hours Thursday AM prior to 11:00 AM open.
- Volunteer assistance may be needed

Area set-up on Tuesday

- Participant Bag & T-Shirts
- Organize skids by sizes
- T-Shirt Inventory
- Label try-on samples for Exchange
- Participant Packet Pick-Up
- Pull charity packets, odds and ends

Area set-up on Wednesday cont.

- Volunteer check-in
- Set-up area
- Inventory t-shirts and snacks
- Want to help with set-up?
- Volunteers are needed after 12 pm on Wednesday, October 5. Contact Shirley if you are available to help.

Expo move-out

Move-out

- Move-out takes place on Saturday night
- Staging of items begins Saturday afternoon
- Items to be taken to Warehouse
- General supplies
- Remaining packets for recycling
- Skid volunteer check-in area



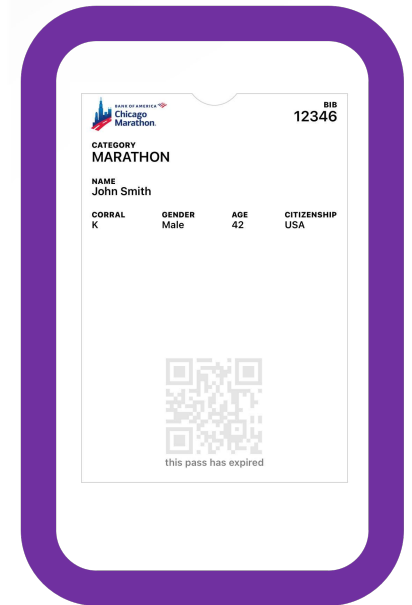
Packet Pick-up procedures

- Registered participants have been notified to pick up their own participant packet using their mailed Confirmation Ticket or electronic Confirmation Ticket (email).*
- All versions of the Confirmation ticket display the participant name, bib number and QR code.
- Participants follow a two station process:
- Check-in and Confirmation iPad stations.
- Volunteers use iPads to scan QR codes and verify picture IDs in order to confirm participants.* Confirmed participant bibs numbers are sent and displayed at appropriate packet station iPad. Volunteers direct participants to appropriate packet station to pick up their packet.
- Packet Pick-up and iPad Verification Stations
- Volunteers notified by iPad to pull packets in their area when participant is confirmed iPad volunteer organized pulled packets, waits for confirmed participant iPad volunteer verifies bib packet with participant using iPad and tag reader. Participant accepts packet and confirms pick-up.

*If someone other than the registered participant is picking up the packet or a registered participant does not have their confirmation ticket or email, they are to be directed to the Participant Services kiosk.

Online check-in sequence

- Upon entering the Packet Pick-Up area, runners with Confirmation Tickets will be directed to line up in one of 16 Check-in and Confirmation stations.
- Runners in line should have their paper or electronic Confirmation Ticket and a photo ID ready to display
- Runners without a version of their Confirmation Ticket are directed to Participant Services.
- Volunteers with iPads will be roaming in the Check-in area to assist participants who need their Confirmation Ticket.





Check-in iPad stations

1. Volunteers will scan the Confirmation ticket QR code using the iPad reader
2. Volunteers compare photo IDs name with the information displayed on the iPad.
3. A matching ID name with the information displayed is a confirmed participant.
4. An ID name that does not match the information displayed is a non-confirmed participant.
5. Confirmed participants are directed to a specific pick-up and verification station number
6. Non-confirmed participants are instructed to see Participant Services

Please pick up your packet at counter

1

Please press DONE to complete.

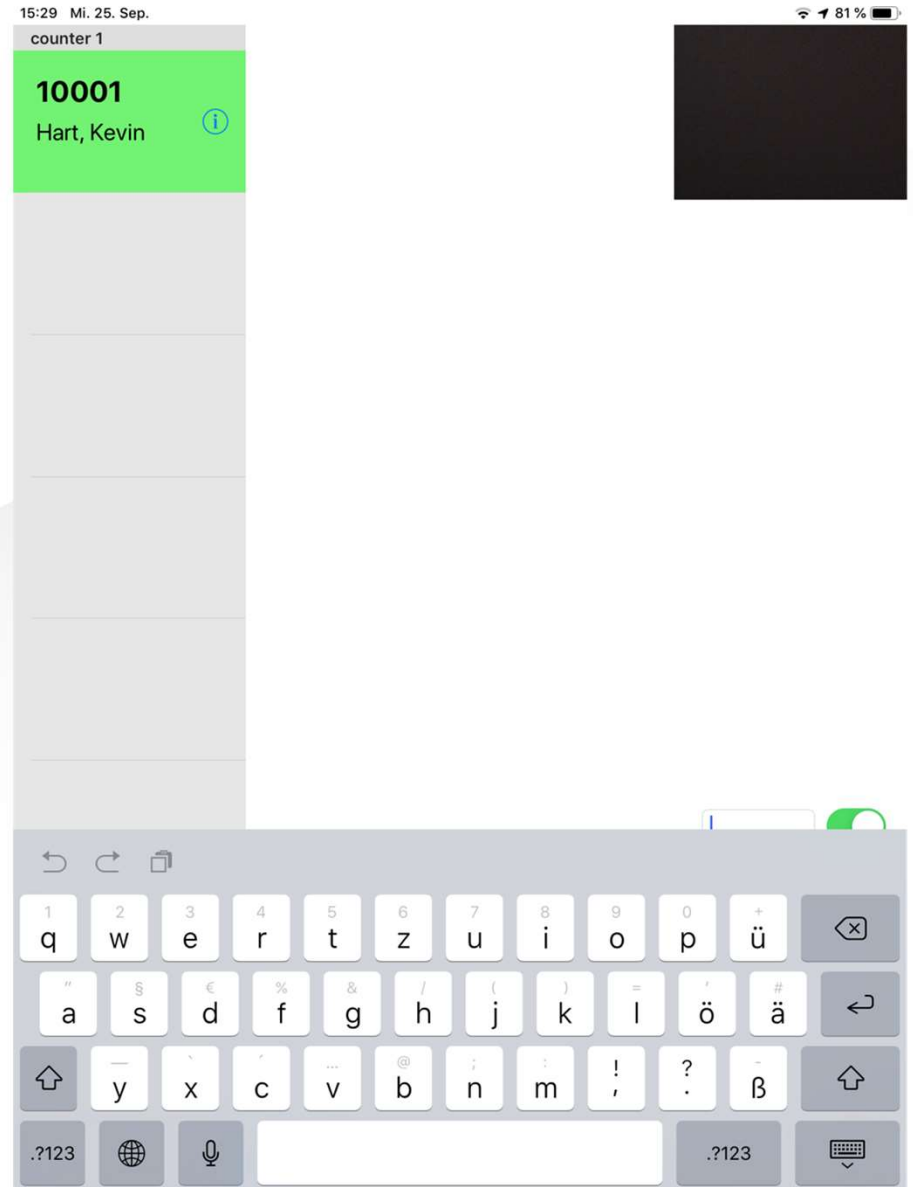
DONE



Packet Pick-up iPad stations

Volunteers will scroll queue for new confirmed participants on left side of display

1. Volunteers retrieve packets of new confirmed participants.
2. Bib number is selected on display screen when participant arrives at packet station
3. Volunteer is prompted to scan packet to verify bib tag and participant name match.
4. Participant confirms match and accepts packet
5. System records pick up, ready for next participant



Participant bib numbers



Corral A,B,C,D,E



Corral F,G,H,J



Corral K,L,M,N

Participant packet special messaging

- A sticker on the top of the packet will notify participants to pick up their Skyline Hospitality Tickets at the participant services booth
- Red sheet indicates charity organization has pulled their packet. Participant must contact charity to receive packet.
- Yellow sheet indicates participant bib number has been changed. Participant should be directed to Participant services to verify new bib number.

Bib # 1301

Zak Hutchinson
T-Shirt: Men's Medium
Start Area: CORRALS B



This participant packet contains your bib number with MYLAPS BiTag, one complimentary post-race beer ticket (21 years and over) gear check tag, and four safety pins.

Getting to the start

- You are strongly encouraged to use public transportation to get to Grant Park. You must comply with the following processes. No exceptions.
- Your event-assigned bib number must be fastened to your front color layer of clothing and visible to security personnel to gain entry into Grant Park.
- After entering Grant Park on race day, you must pass through one of seven designated security and bag screening entrance gates located off Michigan Avenue.
- All bags will be screened by security personnel. Personal bags (backpacks, luggage, etc.) will not be permitted at participants. Must use the clear plastic event-issued participant bag for gear.
- Participants who opt not to check gear are not entering a bag can access Grant Park through designated express security lanes.

Event bib number

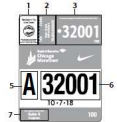
1. Locate the gear pocket of your bib number (see the location label) after following the race at the BiFacets Post-Race Party.
2. Gear check area: Present the tag to your gear check area following the race to facilitate the process of connecting you with your gear check bag.
3. Gear check bag: Attach the tag to your clear plastic gear check bag.
4. Color of event bib number: The color of your bib number indicates your gear check area location and start wave (Red, Blue or Orange).
5. Start coral wave: This letter (whether your start coral assignment is A, B, C, D, E, F, G, H, I, J, K).
6. Finish line number: This number is your unique race number and identifies the bib. Reason your bib number is non-transferable and must be worn only by you. Transfer of your bib number is strictly prohibited.
7. Gear entrance: The suggested entrance gate based on your start assignment.

Important MYLAPS Bi-Tag Instructions

- Do not modify or fold the bib number in any way.
- Pin all four corners of the bib to your outer layer of clothing over your shirt.
- Do not cover your bib with clothing or your hands at the start or finish.
- If your bib is damaged or worn improperly on race day, you risk improper scoring and

Gear check (5:30 am – 4:00 pm)

You may place small personal items in pockets of clothing during the race at your designated gear check area, which is determined by your start wave: White, Red, Blue or Orange. To check gear, fasten the gear check tag from your bib to your clear plastic event-issued participant bag. Gear check instructions are available at gearcheck.com. The Bank of America Chicago Marathon is not responsible for any lost, stolen articles or unclaimed items.



Race Day Requests: Contact with friends and family after the race, at Summit Fountain. Alphabetical signs (A-Z) will be staged on Columbus Drive adjacent from the BiFacets Post-Race Party. Plan to connect in this area and then head to the Post-Race Party to celebrate your finish. All participants must familiarize with road alerts by the official race date. Race rules and information regarding the 2018 Bank of America Chicago Marathon can be viewed on the event website at chicagomarathon.com.



Bib #588

Patrick Huber

Please see the charity organization:

The Organization for Autism Research

at their booth inside the expo hall to pick up your participant packet

After receiving your packet, you may pick up your T-shirt and participant bag inside the hall.

BIB # 152

Charlie Gruber

At your request, you have been re-assigned to a

NEW BIB NUMBER #

2473

Please take this sheet to the above bib number to receive your packet.

Broadcast information

NBC 5 Chicago

- NBC 5 Chicago, Telemundo Chicago and TeleXitos will provide complete live TV coverage and live streaming of the Bank of America Chicago Marathon on Sunday, October 9 in English and Spanish. The NBC 5 Chicago, Telemundo Chicago and TeleXitos live television broadcasts will air from 7 – 11 a.m. CST and the live stream will be available at nbcchicago.comOpens a Dialog and telemundochicago.comOpens a Dialog, on the NBC 5 and Telemundo Chicago apps, and on the stations' Roku and Apple TV channels, from 7 a.m. – 3 p.m. CST.

670 The Score Sports Radio

- 670 The Score Sports Radio will provide complete live radio coverage of the Bank of America Chicago Marathon on race day from 6 a.m. – 10 a.m. Listen to Josh Liss and expert analysts provide a play-by-play of all the exciting action on Sunday, October 9. Download the free Audacy app to listen from anywhere.





BANK OF AMERICA 
**Chicago
Marathon®**

Safety and security

Security – Additional security plans for 2019

Expo hall sweep

- There will be a full sweep of the expo hall in the morning and evening on Friday and Saturday
- Unattended/suspicious package

Security screening and bag check

- We are adding a security check point at the front of the expo hall
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 - [Unattended package .pdf](#)
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Safety program overview

Safety team includes:

- Safety manager
- Designated safety coordinator

Safety coordinators will be focused on:

- **Personal preparedness equipment (PPE)**
 - Event staff and volunteers are wearing necessary safety equipment including Fall protection harness and use helmets when working under elevated heights, safety vests, etc. for their role
- **Forklift safety & Pedestrian Interaction**
 - Forklift operators drive at appropriate speeds, use horn, wearing seatbelts, drive in reverse when transferring full loads, especially in congested areas with workers and/or volunteers
- **Environmental safety**
 - Supply and equipment storage, to prevent a slip, trip and/or fall, secure overhead structures, secure fencing, etc.

Expo evacuation plan and resources

Resources

- Designated evacuation lead(s) for key areas
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- Bullhorn(s)
- *Detailed documents will be provided race week.

McCormick Place security

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Expo hall

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- T-shirt, Stage, Entrance, etc.

Packet Pick-up area

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- Poster Booth
- Participant services
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- Building identifiers
- Columns have identifiers on the top.

Race week preparedness actions

All area leads will be provided emergency preparedness documents to review with staff

Area managers:

- Conduct a safety, evacuation and communications briefing for event staff and volunteers in your area at the beginning of every shift.

Everyone:

- Review Hands Only CPR
- Stop the Bleed Certification (training available race week)
- Monitor weather and dress accordingly
- Be aware of surroundings and report anything suspicious

