

GUIDELINES FOR PRESENTERS

The Arie Crown Theater will be happy to work with you and your organization toward a successful event. Prior to booking an event, please review the guidelines below to help facilitate the process of placing dates on hold and putting tickets on sale. To request availability, please contact Dulcie Gilmore (312.791.6196) or our Business Office (312.791.6516).

As a courtesy, a hold may be placed for events to take place on a specific date or dates. **The holding of events dates is a courtesy subject to revocation at any time.** If the event is to take place more than six (6) months from placing a hold, the requested dates will remain held for thirty (30) days, pending further confirmation. If the event is to take place less than six (6) months from placing a hold, the requested dates will remain held for fifteen (15) days, pending further confirmation. McCormick Place / SMG will automatically rescind all holds that are not confirmed within the deadlines set forth above.

In order to confirm the held event dates, the following information must be submitted in advance of requesting a License Agreement.

- **Rental Application:** The Rental Application is available online at http://www.ariecrown.com/events/booking_form.html. Applicants must provide a physical street address. P.O. Boxes are not accepted.
- **Rental Fee Deposit:** McCormick Place / SMG will require a deposit based upon the number of dates and type of event. Deposit payments may be in the form of a Certified or Cashier's Check made payable to McCormick Place / SMG, or by Wire Transfer. Transfer information will be provided upon request. All deposits are non-refundable and non-transferable.
- **Certificate of Insurance:** Insurance requirements are provided at <http://www.ariecrown.com/pdf/Certificate-Insurance-Requirements.pdf> McCormick Place / SMG must receive a copy of a valid certificate of insurance (COI) prior to tickets being made available for sale to the public.
- **W-9 Federal Tax ID Form:** The form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. The name and address on the W-9 Form must match the name and address of the Rental Application.
- **Proof of Appearance Agreement:** The agreement, which must include the name, address and telephone of the Agent or Representative of the Artists and/or Attractions (This may be in the form of a copy of artist's contract with fees blanked out or a letter of agreement with artist's management), must be signed and dated by both parties.
- **Wire Transfer Information:** Bank Name, Bank City, ABA Number, Account Number and the Account Name.

Dates are confirmed ONLY upon execution of a License Agreement between the Licensee (user) and McCormick Place / SMG (Licensor). UNDER NO CIRCUMSTANCES IS AN EVENT OR PERFORMANCE TO BE ANNOUNCED OR TICKETS MADE AVAILABLE TO THE PUBLIC FOR SALE WITHOUT AN EXECUTED LICENSE AGREEMENT. The box office will not place tickets on sale until the above information has been reviewed and approved. Licensee and Licensor shall mutually agree upon dates tickets will go on sale.

Once a License Agreement has been issued, a signed, original must be returned to McCormick Place / SMG within ten calendar days of the date the License Agreement is issued. Failure to meet requirements will result in loss of date(s) in consideration and any monies deposited.