



CITY OF CHICAGO



CHICAGO DEPARTMENT OF AVIATION

2026 Entertainment Procedures

WELCOME AND THANK YOU!

Thank you for being a part of the Chicago Department of Aviation (CDA) Entertainment Program at O'Hare and Midway International Airports. Please use the below guide for pre-performance and day of event information. If you have any questions, please contact CDA Entertainment by email at cda-entertainment@cityofchicago.org.

PERFORMING AT O'HARE

Forms & Contracts

All new performers must submit a W-9 and New Supplier Form that reflects their current address. This address must also match the address line on the contract.

Once the contract is prepared for each performance date by the CDA and executed by the Chicago Department of Cultural Affairs and Special Events (DCASE). You will receive an unsigned contract by email. Please complete the final page of the contract and return the entire contract to cda-entertainment@cityofchicago.org.

We cannot process your payment until you have performed and we have received your signed contract.

Payment

The CDA cannot process payment until your performance is complete. Please allow approximately six to eight weeks to receive payment. If you have questions about your payment, please email cda-entertainment@cityofchicago.org.

Security Vetting

The safety and security of our airports is of the utmost importance. The CDA requires performers to submit to a background check prior to their performance date. If requested, all performers (and, if applicable, chaperones) must complete the vetting form link provided by the CDA by the requested date. **Any person who does not complete the vetting form can be denied entry.**

Instruments & Equipment

If you require electrical power, please communicate this prior to your performance date. You must provide your own power strip and extension cord. Please ensure all extension cords are placed in such a way as to not create a hazard to passengers. All extension cords should be taped down if in the public way



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All performers must provide:

- cart to transport instruments and materials
- PA systems
- instruments
- extension cords
- table and chairs, if needed

Contact Person / Parking Passes

Before your performance, please provide the CDA with a day of performance contact, including name and phone number, along with the first and last names of all performers in your group who need parking passes.

DAY OF PERFORMANCE PROCEDURES

Parking

Complimentary parking is provided for all performers day of the performance. Parking is only valid for during the performance. Parking instructions will be provided.

Arriving to the Airport

Please meet at the time and location on your confirmation email.

Please note when you are escorted through the security checkpoint, you must *remain with your escort until you are escorted to the unsecured side of the airport's terminal*. **All members of your group 18 or older must provide a valid driver's license, state ID, or passport. No liquids or sharp objects may be taken through the security checkpoint.**

Breaks

Entertainers are entitled to one 15-minute break per hour of performance at the end of each hour. Breaks may not be combined.

Tips / Sales

Performers are prohibited from soliciting tips or selling merchandise. Any performers found soliciting tips or selling merchandise are subject to disciplinary action.

Food & Beverage

Performers may purchase food/beverage at airport shops, but **MAY NOT** purchase or consume any alcoholic beverages on airport property during their performance. Water fountains are available post-security and we recommend you bring a reusable water bottle.



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Volume / Sound Level

Please ensure that all volume is low enough that it does not interfere with terminal and flight operations. You must comply with CDA Staff or supervisory volunteers who ask you to reduce your volume.