



CITY OF CHICAGO



CHICAGO DEPARTMENT OF AVIATION

# O'Hare and Midway 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 [entertainment@flychicago.com](mailto:entertainment@flychicago.com).

## PRE-PERFORMANCE

### Contracts

One 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 [entertainment@flychicago.com](mailto:entertainment@flychicago.com). Please keep a copy for your records.

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

### Security Vetting

The health and safety of our passengers is of the utmost importance. Because of this, the CDA routinely requests performers to submit to background vetting prior to their performance date. If requested, all performers (and, if applicable, chaperones) must complete the vetting form provided by the CDA by the requested date. Please also provide the first and last names of all performers who are in need of parking passes.

### Contact Person / Parking Passes

Prior to 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 EVENT PROCEDURES

### Parking

Complimentary parking is provided to all performers who drive to the airport. You must present the ticket that you pulled to get into the parking lot to use your complimentary parking pass/validation. Upon arrival at either airport, please pull a parking ticket and proceed into the parking garage. To use parking pass: When exiting the lot, please insert your parking ticket. Once payment is requested, please insert your parking pass. Gate will open and you may proceed out of the lot.

**Curbside parking is not allowed at either airport.**

**Parking at O'Hare:** Entertainers may park in any parking lot. The most convenient to Terminals 1, 2, and 3 are the hourly or daily parking lots A, B or C. Parking for Terminal 5 is parking lot D.



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*Parking at Midway:* Entertainers should park in the hourly parking garage/level 1, near the blue elevators.

### Arrival Times

A Chicago Department of Aviation (CDA) employee or airport volunteer will meet you at the location specified on your contract. Please come prepared to perform. **All performers must transport instruments/materials via their own cart and provide their own extension cords.**

*For performances outside security (landside)* - Please arrive at least one hour before your contracted performance time for performance locations outside security.

*For performances within security (airside)* – Please arrive at least one hour before your contracted performance time (unless otherwise specified) for locations within security.

Please note when you are to be escorted through the security checkpoint, *you must remain with your escort at all times until you are escorted on the unsecure side of the airport's terminal.* **Please advise all members of your group who will be escorted through the security checkpoint that they must have a valid driver's license, state ID or passport. No liquids or sharp objects are to be taken through the security checkpoint.**

### Arrival Location / Contact Person

#### *O'Hare:*

When an entertainer performs at **O'Hare Airport**, they should meet the contact person in the location stated on their contract. The employee or volunteer assigned will provide directions on where performers are to set-up. Point of contact is Travelers Aid Chicago. Please call when you arrive. The Travelers Aid office phone is 773-894-6927.

#### *Midway:*

When an entertainer performs at **Midway Airport**, they should meet the contact person in the baggage claim area at the information booth. The employee or volunteer assigned will provide directions on where performers are to set-up. Midway point of contact is Melinda Sikorski. Her desk phone is 773-838-0757 (alternate: 773-838-0638). Please call when you arrive.

### Breaks

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

### Tips / Sales

Chicago Department of Aviation regulations prohibit performers from soliciting tips or selling merchandise. Any performers found soliciting tips are subject to disciplinary action.

### Electrical Power

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

### 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.



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### Face Masks / Public Health

The CDA complies with all Chicago Department of Public Health (CDPH) and FAA regulations surrounding the use of face masks or other public health measures. When such measures are required by CDPH or FAA, CDA requires all entertainers to comply. Any performers who do not comply are subject to disciplinary action. At this time, face masks are not required in the terminals.

### POST PERFORMANCE

#### Payment

The CDA cannot process payment until your performance is complete. Please allow approximately 6-8 weeks to receive payment.

If you have questions about your payment, please email [entertainment@flychicago.com](mailto:entertainment@flychicago.com).