



## **WELCOME TO THE HYATT REGENCY CHICAGO**

*In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:*

***Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or under their table or display at any time during the show. You may keep one day's supply of your product or materials on display in the open area of your booth space. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. "Empty" labels are provided for your convenience and are available at the Decorator's Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.***

***The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.***

**WE APPRECIATE YOUR COOPERATION.**

**F R E E M A N**



## ***GENERAL FIRE SAFETY POLICIES & PROCEDURES***

### ***STATEMENT OF PURPOSE:***

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an open area of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is not permitted at any time.
11. Report emergencies immediately by dialing 55 on any house phone.