

• EXHIBITOR INFORMATION • EXHIBITOR INFORMATION •

Welcome Exhibitors,

We are excited to welcome you to our city and to the Hilton Chicago!

In an effort to keep everyone safe and to be in compliance with the directives of the Chicago Fire Prevention Bureau, please be aware that equipment, products, materials and containers of any kind may not – under any circumstances – be stored under any table, behind any drape and/or behind any booth displays. You are permitted to keep one days supply of your product and/or materials on display in the open area of your booth space. Any overflow materials may be stored by the hotel and will be accessible at a daily cost.

Any items stored behind a booth display or drape will be subject to removal and placed in an off-site storage facility. These items will be returned to you at the close of the show. Storage fees will apply.

Vehicles must have a lock on the gas tank and have no more than an eight of gasoline. The battery must be unhooked a Hilton Chicago Electrician and the keys given to a representative from the Hilton Chicago Security Department.

All tents must be fire retardant and porous.

For Exhibits in an enclosed Foyer area:

- Compact Pop-Up Table Top Exhibits are not permitted.
- Literature, Laptops, Computer Monitors are permitted.
- Floor supported Pop-Up Exhibits are permitted but if a table is supplied; it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces these regulations.

The City of Chicago Fire Prevention Bureau reserves the rights to close and/or discontinue any booth, vehicle display and/or tent usage that is not in compliance with the above information. Any exhibitors not in compliance will still be responsible for any services rendered.

Thank you for your cooperation.

