



RENAISSANCE®

SCHAUMBURG CONVENTION CENTER HOTEL

RENAISSANCE SCHAUMBURG CONVENTION CENTER HOTEL **PRODUCTION GUIDELINES**

FOR GENERAL CONTRACTORS, SHOW MANAGEMENT, PRODUCTION AND AUDIO VISUAL COMPANIES

The wide spectrum of conventions, trade shows, exhibits and other activities that are staged at the Renaissance Schaumburg Convention Center Hotel require the establishment of certain guidelines relative to coordination of services, liability and safety.

These guidelines apply to all General Contractors, Show Management, Production and Audio Visual companies working in the Renaissance Schaumburg Convention Center Hotel whether the event is open or closed to the public. Please read the entire document, forward all required proof of insurance, sign the last page and return via fax as described at least 10 days prior to your first load-in.

Thank you for your cooperation. We look forward to a successful show.

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1. OPERATING SPECIFICATIONS

Any and all outside General Contractors, Show Management, Production or AV Company can work within the Renaissance Schaumburg Convention Center Hotel under the following circumstances:

- 1.1. Current CERTIFICATE OF INSURANCE on file with the Hotel and Convention Center.
 - 1.1.1. Comprehensive general liability insurance, including contractual liability and liability for personal injury, bodily injury, property damage and completed operations liability with coverage of not less than 2,000,000.00 per occurrence and 2,000,000.00 general aggregate.
 - 1.1.2. The Renaissance Hotel Management Company LLC, Marriott International, Inc., the Village of Schaumburg as an additional insured.
 - 1.1.3. The Renaissance Hotel Management Company LLC, Marriott International, Inc., the Village of Schaumburg named as an additional Loss Payee.
 - 1.1.4. The certificate must provide coverage for all risks including worker's compensation.
- 1.2. HOLD HARMLESS AGREEMENT from the General Contractor, Show Management, Production or AV Company is on file absolving the Renaissance Schaumburg Convention Center Hotel from any claim of damages resulting from equipment used or labor provided by the General Contractor, Show Management, Production or AV Company.
- 1.3. A copy of these General Contractor, Show Management, Production and Audio Visual Rules and Regulations signed and on file with the Hotel and Convention Center.
- 1.4. All Local, State, Federal and Renaissance Schaumburg Convention Center Hotel codes and regulations are followed.
- 1.5. All connections to the building's power sources are handled strictly by Renaissance Schaumburg Convention Center Hotel personnel. Show Management, Exhibitors, General Contractors, Show Management, Production or AV Companies are responsible for all charges for connecting to and usage of the hotel and convention center's power sources. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 1.6. All ceiling hanging (structural steel or ceiling tile tracks) must be conducted by Renaissance Schaumburg Convention Center Hotel personnel. Show Management, Exhibitors, General Contractors, Production or AV Companies are responsible for all charges. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 1.7. The Renaissance Schaumburg Convention Center Hotel has no storage facilities for equipment. This is the responsibility of the General Contractor, Show Management, Production or AV Company. Maximum allowed storage for combustible materials in the convention center will be limited to 100 square feet no more than 10' tall, pending fire marshal approval. Storage areas are required to be noted on the floor plan for approval. All items must be properly stored at least two hours prior to the time of show opening.
- 1.8. All connections to the house sound system must be conducted by the Renaissance Schaumburg Convention Center Hotel's Audio Visual Department. Show Management, Exhibitors, General Contractors, Show Management, Production or AV Companies are responsible for all charges for connecting to and usage of the hotel and convention center's sound system. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 1.9. Wireless Microphone Frequency Coordination: Please refer to Exhibit "A" at the back of this document.
- 1.10. The General Contractor, Show Management, Production or AV Company is encouraged to provide a walkie-talkie or direct in-house phone extension to Hotel

Convention Center Operations in order to establish direct link communications in the event that a problem arises with the equipment or personnel.

- 1.11. Pyrotechnics either indoor or outdoor are not permitted, including confetti/streamer cannons.
- 1.12. Water, chemical or dry ice fog/haze machines are **not permitted** inside the hotel or the Convention Center without prior written permission from Event Management. Request to utilize fog or haze machines are not guaranteed and are required to be submitted 60 days prior to the first day of the event. Fog/Haze machines will require additional fire watch services. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.** Pending these charges will be applied to the master account of Show Management.
- 1.13. The General Contractor, Show Management, Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event. The General Contractor, Show Management, Production or AV Company will be held responsible for any costs or fines assessed by the Fire Department for a false alarm resulting from the un-authorized discharge of pyrotechnics or smoke.
- 1.14. The General Contractor, Show Management, Production or AV Company must adhere to all codes, rules and guidelines set forth in the "Event Planning Guide, Fire & Safety Guidelines and Other Regulations" document, as provided by the Village of Schaumburg.
- 1.15. A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by a General Contractor, Show Management, Production or AV Company. These must be present at the Fire Marshal inspection, prior to the show opening and remain onsite for the duration of the show.

2. LOAD-IN/LOAD-OUT INSTALLATION/DISMANTLING

- 2.1. The General Contractor, Show Management, Production or AV Company will work with the Hotel and Convention Center's Event Manager to outline the exact days and times for both load-in and load-out. These times must be adhered to. Additional charges will apply per hour for each additional unscheduled hour.
- 2.2. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage is going to encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed inside the Hotel and Convention Center.
- 2.3. The schedule of times and number of vehicles used for load-in/out, production or entertainment events must be submitted in writing to the Event Manager a minimum of ten (10) days prior to move-in. There can never be more than 3 vehicles per hall (maximum 7 vehicles for the entire center) in the convention center at one time unloading.
- 2.4. Any tape applied to floors, carpets, etc., must be approved by management in advance. Hotel and Convention Center property must be returned to the condition in which the General Contractor, Show Management, Production or AV Company received it. This includes the removal of all refuse. All charges for cleaning and repair will be the responsibility of the General Contractor, Show Management, Production or AV Company. The use of packaging tape, duct tape and electrical tape is prohibited on floor surfaces or walls.
- 2.5. All outside contractors hired by Show Management, Exhibitors, General Contractors, Production or AV Companies will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of Show Management, Exhibitors, General Contractors, Production or AV Companies.
- 2.6. The General Contractor, Show Management, Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load-in/out. Parking of trucks or trailers overnight at the loading docks or on Hotel and Convention Center property is prohibited without prior consent of the Director of Event

- Management. Unless a trailer is being loaded or unloaded, it must be removed from Hotel and Convention Center property.
- 2.7. For all load-in & load-out, the presence of the hotel's dock-master will be required. When using any of the hotel's ballrooms/meeting-space instead of the Convention Center for the event, a load-in/load-out supervisor is required in addition to the mentioned dock-master. **PLEASE NOTE THAT NEITHER SERVICE IS A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
 - 2.8. All forklifts, or any other mechanical lifts are required to run on propane or electrical power, no combustible engines will be allowed to run in the convention center or ballroom spaces. All lifts are encouraged to have white tires to minimize markings on the floor. All lifts are to be operated by trained personnel, with current valid operators licenses.
 - 2.9. When exhibits/booths/registration areas take place/are set up in the hotel's ballrooms, meeting space and all foyer space, the following guidelines must be followed in order to maintain the cleanliness, style, and elegance of the space. Failure to follow these guidelines could result in a penalty to the outside General Contractors, Show Management, Production or AV Company based on the wear that the Ballroom suffered.
 - 2.9.1. No pallets and/or pallet-jacks are allowed on the carpet in the hotel's ballrooms/meeting space and all foyer space, unless proper protection is in place and all wheels have been checked and cleaned from any type of dirt, oil or grease that may have been transported with the equipment. The assigned Event Manager can assist in determining what includes proper protection.
 - 2.9.2. Heavy duty visqueen would be considered proper protection for all transportation & placement of pallets, skids, or any other material that may cause damage or abuse to the hotel's carpeting.
 - 2.9.3. All service doors must be propped open to avoid damage to the edges of the door or the threshold. If a shipment is too large to fit through the standard back doors, it must be brought through the elephant door (if available) or unstacked in the corridor and transported in piece by piece. If using the elephant door, proper visqueen floor coverage must be placed down as noted in point #2.9.2.
 - 2.9.4. It is the General Contractor/Show Management's responsibility to remove the protective layer (i.e. visqueen covering etc.) and dispose of them properly once the move out has been completed.
 - 2.10. All production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road boxes are not to be transported through the public areas.
 - 2.11. Audio visual equipment to be used in any guest rooms must be delivered, set-up and operated by Renaissance Schaumburg Convention Center Hotel personnel. The General Contractor, Show Management, Production or AV Company is responsible for all labor costs that may result. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
 - 2.12. No equipment is allowed in the foyer areas without consent from the Event Manager.
 - 2.13. Failure to remove all items from the convention center, foyers, dock space, parking lot and all other areas of the Renaissance Schaumburg Convention Center Hotel by the end of the contracted lease time will result in financial damages charged back to the General Contractor, Show Management, Production or AV Company.
 - 2.14. Foyer doors are to remain closed while loading is occurring in order to prevent noise, fumes and climate change in the public foyer space.
 - 2.15. All exhibitors must load in/out through the designated back entrance. Only items that are carried by the exhibitor may be brought in through public entrance. No items with wheels may be brought in through the public entrance.

3. PERSONNEL

- 3.1. The General Contractor, Show Management, Production or AV Company is responsible to hire licensed, competent personnel to set-up, operate and remove their equipment. The General Contractor, Show Management, Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff.
- 3.2. All labor employed by a General Contractor, Show Management, Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance to conform to the Renaissance image. Nametags for all management is advised.
- 3.3. Smoking is prohibited within the entire facility. Eating or drinking is prohibited within the facility during load-in/out. Room Service or catered meals are allowed, per the client's request at a cost. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.** Beverages will be restricted to non-alcoholic during set-up and tear-down. Food and beverages staged or stored in Hotel and Convention Center service corridors are Renaissance property and are not to be touched by General Contractor, Show Management, Production or AV Companies.
- 3.4. The possession or use of intoxicants on Renaissance property or job sites is prohibited. Possession or use of drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 3.5. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or use of abusive language is a violation of Renaissance policy and will result in immediate removal of the individual from the premises and possible legal action.
- 3.6. Gambling is not permitted within the facility.
- 3.7. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
- 3.8. No food is to be consumed in ballrooms other than Room Service or catered meals. Crews shall not break in lounge or public corridors or other public space of the Hotel and Convention Center.

4. RIGGING

- 4.1. All connections to the ceiling or roof supporting structure of the Hotel and Convention Center will be made by SourceOne Events, Inc., the exclusive rigging contractor of the Renaissance Schaumburg Convention Center Hotel. SourceOne Events is responsible for the advance approval and installation of everything that is suspended overhead.
- 4.2. Rigging regulations, labor and equipment pricing, and ballroom drawings from both SourceOne & PSAV can be obtained from their respective representative (see section 16)
- 4.3. Please see addendum "B" for further information.

5. SIGNAGE

- 5.1. All requests for the placement of group direction and informational signs should be forwarded to your Event Manager in advance for approval. Renaissance does not permit signage outdoors, in the Hotel Lobby or on guest room floors. We request that all materials be professionally printed. A limited number of hotel easels may be available through your Event Manager for your use.
- 5.2. The placement of signs, placards, banners, announcements or distribution of any periodicals is prohibited without the consent of the Renaissance Schaumburg Convention Center Hotel.
- 5.3. Signs may not be taped, attached by Velcro or pinned to any wall surface.
- 5.4. Renaissance has the capability of producing signs. Contact SourceOne Events, Inc., our in-house preferred General Contractor for assistance.

6. SIGN and BANNER HANGING

- 6.1. Contact SourceOne Events, Inc. to request rigging services.
- 6.2. All requests for placement of banners should be forwarded to your Event Manager in advance for approval.
- 6.3. All lightweight banners intended to be attached to the ceiling or roof structure of the Hotel and Convention Center must be attached and removed by Renaissance personnel only. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 6.4. Renaissance Schaumburg Convention Center Hotel staff is able to provide banner and sign hanging services. Please contact your Event Manager for current banner and sign hanging order form for pricing and procedures. Renaissance Schaumburg Hotel and Convention reserves the right to refuse sign hanging services based safety issues and sign approval. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 6.5. All banners and signs that are flown or hung overhead in a common area of the Hotel or Convention Center need to be constructed on vinyl or cloth fabric. Hard material of any kind cannot be suspended overhead in any public area of the Hotel or Convention Center. This applies to the surface material, top or bottom battens or rods, or any stiffening device. Hotel and Convention Center rigging staff will attach soft wooden battens to the top of the banner or sign using short staples for hanging purposes.
- 6.6. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
- 6.7. The Renaissance Schaumburg Convention Center Hotel will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. The Hotel and Convention Center's rigging supervisors are responsible for the final approval of banner construction, configuration and placement.

7. ELECTRICAL SERVICES

- 7.1. All electrical services must be coordinated through Renaissance Schaumburg Convention Center Hotel Electrical Services, as subcontracted through SourceOne Events (the exclusive electrical contractor of the Renaissance Schaumburg Convention Center Hotel).
- 7.2. It is the responsibility of the General Contractor, Show Management, Production or AV Company to provide the Renaissance Schaumburg Convention Center Hotel with a detailed listing of all power requirements two weeks prior to the show. There is a charge for electrical hook-up and service. **THIS IS NOT A COMPLIMENTARY SERVICE OF THE HOTEL AND CONVENTION CENTER.**
- 7.3. Please note that all electrical services over 200 amps will require the proper Village of Schaumburg permits.

8. MOTORIZED VEHICLES

- 8.1. Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.
- 8.2. All motorized vehicles which are displayed shall have the battery(ies) disconnected at the "HOT" lead. The lead shall be safely secured.
- 8.3. Fuel tanks in vehicles on display must be less than 5 gallons or one quarter (1/4) full which ever is less or completely empty and purged of all fumes. Fuel tanks can not be filled or emptied inside the Convention Center or Hotel. Fuel tank levels will be checked upon entering the building.
- 8.4. All motor vehicle tanks containing fuel shall be furnished with locking type caps. Tractors, chainsaws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner.

- 8.5. A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the General Contractor, Show Management, Production or AV Company to the Village of Schaumburg Fire Rescue Division, Fire Loss Management Department, thirty (30) days in advance of the show. A copy of the permit must be on file with the Renaissance Schaumburg Convention Center Hotel. No vehicles and/or trailers are to be stored inside the Convention Center and/or hotel at any time.
- 8.6. Prior to opening the show, all vehicles will be inspected by the Village of Schaumburg Fire Department. Non-compliance with the guidelines will lead to delay of show opening until compliance has been achieved. Please see event manager to coordinate the show floor inspection to include vehicle inspection.
- 8.7. Prior to entering the building, the General Contractor, Production Manager must contact the or Event Manager or Dock Master for a visual inspection. The Hotel and Convention Center's Loss Prevention Department must also be notified that a vehicle is being driven in the building.
- 8.8. Upon entering, visqueen must be laid under the place where the vehicle is to be located (if the vehicle is displayed on the hotel's carpet). The visqueen must remain under the vehicle during the time it stays in the building.

9. FLOOR-PLAN APPROVAL & FIRE LIFE SAFETY

- 9.1. A complete & accurate floor-plan drawn to scale and indicating the date of issue, will need to be presented to the Event Manager for Village of Schaumburg Fire Marshal approval 60 days prior to the first day of load in. For additional information concerning the floor-plan process, please see the Village of Schaumburg's "Event Planning Guide, Fire & Safety Guidelines and other regulations"
- 9.2. All drape used, must be fire retardant and certificates of such must be provided to the Event Manager
- 9.3. All exits will need to be clearly identified as such, even more so when blocking exits by using pipe & drape. Temporary battery-operated illuminated exit signs will need to be attached to the pipe & drape, indicating where the exit paths are behind stage.

10. PARKING

- 10.1. The hotel parking lot is not to be used for storage of any oversized vehicles, to include but not limited to trailers and semi-trucks longer than 32ft. Unless a such-sized trailer or truck is being loaded or unloaded, it must be removed from Hotel and Convention Center property. All other oversized vehicles (shorter than 32ft.) must be parked on the South parking lot, not taking up more than 2 spaces at the time.
- 10.2. Campers / RV / Motor homes are not allowed on hotel property including the parking lot with the exception for guests paying for a hotel room.
- 10.3. The Hotel and Convention Center has a finite number of parking spaces. When it is deemed necessary by hotel management to utilize satellite parking facilities to accommodate a show's attendance there will be a \$2500.00 charge per day applied.

11. SECURITY

- 11.1. The General Contractor, Show Management, Production or AV Company is responsible for the security of its own equipment at all times. When contracting outside security firms, that firm must have the approval of the Event Manager prior to their work beginning.
- 11.2. The Renaissance Schaumburg Convention Center Hotel requires on file:
 - 11.2.1. Certificate of Insurance
 - 11.2.2. Hold Harmless Agreement
- 11.3. All security personnel in uniform with acceptable grooming standards.
- 11.4. Smoking is not permitted in the facility. No eating in public areas.
- 11.5. No firearms are permitted in the facility.

12. CLEANING AND CUSTODIAL SERVICES

- 12.1.** It is the responsibility of the General Contractor, Show Management, Production or AV Company to clean any area that they use and to remove any tape residue, used tape or large stains. A walk-through at the end of the show will be done by an Event Manager or by a Renaissance Schaumburg Convention Center Hotel assigned vendor.
- 12.2.** The Renaissance Schaumburg Convention Center Hotel does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas or the Convention Center. Trash removal is the responsibility of the General Contractor, Show Management, Production or AV Company.
- 12.3.** At the conclusion of the convention, the Convention Center, ballrooms, meeting space, and loading docks used by a General Contractor, Show Management, Production or AV Company must be returned as they were received prior to leaving the property. Fees will be assessed if the facility is found to be left with trash removal or improper cleaning.
- 12.4.** It is the responsibility of the General Contractor, Show Management, Production or AV Company for the removal from the building of all trash, crates, lumber, packaging materials and show refuge prior to the show opening, during the show and following the show move out. Removal of trash by the Renaissance Schaumburg Convention Center Hotel will involve a charge for labor & trash hauls (charges to be determined on an individual basis with a 4 hour minimum labor charge).
- 12.5.** The General Contractor, Show Management, Production or AV Company has the option to remove all trash, crates, lumber, packaging materials and show refuge from the building, loading dock or hotel grounds, by taking said items with them or by ordering a dumpster and disposing these items in said dumpster. All dumpster orders will need to be communicated in advance to the Event Manager. Dumpster charges can be obtained from the event manager.
 - 12.5.1.** General Contractor and Show Management are encouraged to utilize a hotel supplied recycling compactor location on the convention center dock in an effort to decrease the carbon footprint left behind from an event. The recycling compactor will accept plastic, glass, paper and cardboard only. Failure to properly utilize the recycling compactor will result in additional charges being assessed to show management's account. Please contact your event manager to arrange to utilize the recycling compactor.

13. SHIPPING AND RECEIVING

- 13.1.** Tradeshow and exhibit freight must be consigned to the official show service contractor or delivered directly to the service contractor during the lease period. Advance shipments will not be accepted by the hotel. Shipping & Receiving services for meeting rooms, ballrooms, and special events must be arranged through the assigned Event Manager.
- 13.2.** All shipments arriving at the hotel loading dock are subject the hotel's shipping, receiving and handling charges. General Contractors retrieving shipments at the hotel loading dock are only allowed to do so if the shipments are in care of the General Contractor.

14. DAMAGES

- 14.1.** An inspection of the meeting and convention space is to be made prior to installation and upon completion of load-out by the General Contractor, Show Management, Production or AV Company. This inspection will be done with an Event Manager or Representative or by a Renaissance Schaumburg Convention Center Hotel assigned vendor.

- 14.2. Damages to furniture, fixtures, property, landscaping and equipment are the responsibility of the General Contractor, Show Management, Production or AV Company.
- 14.3. An acknowledgement of damages, if any, will be presented to the General Contractor, Show Management, Production or AV Company at the end of the show.
- 14.4. All claims for damages will be submitted to the General Contractor, Show Management, Production or AV Company in writing within ten (10) business days following the final walk-through.
- 14.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

15. EXCLUSIVE SERVICES

- 15.1. It is understood that the Renaissance Schaumburg Convention Center Hotel retains the right to operate all beverage and food operations associated as well as operating an exclusive service contract on all electrical, utilities, telecommunications, and rigging services. Should the group requirements for any of the above exceed the Renaissance Schaumburg Convention Center Hotel capabilities the Renaissance Schaumburg Convention Center Hotel must approve any exhibitor appointment contractor service agreements in advance of show operation.
- 15.2. Exhibitors are not authorized to sell food and beverage for consumption on Renaissance Schaumburg Convention Center Hotel property, this is an exclusive service.
- 15.3. The Renaissance Schaumburg Convention Center Hotel are the sole operators of coat and luggage check services, this is an exclusive service. No other entity can operate coat or luggage check service on Renaissance Schaumburg Convention Center Hotel property regardless if there is a charge for the service or not. Please see your Event Manager for pricing on both hosted and cash coat check services.

16. HOTEL CONTACT INFORMATION

16.1. PSAV

Eric Dimaano
 Sales Manager
 847-303-4324
 edimaano@psav.com

16.2. SourceOne Events, Inc.

Ruthi Eckert
 Vice President
 ruthi@sourceoneevents.com

16.3. Event Management

Ryan Verhulst
 Director of Event Management
 Ryan.Verhulst@renaissancehotels.com

16.4. Electrical Services (please see contact information for SourceOne Events)

16.5. Telecommunications (please see contact information for PSAV)

17. MISC

For the most up-to-date Village of Schaumburg Requirements, refer to the Event Planning Guide, Fire and Safety Guidelines and Other Regulations document as provided by the Village of Schaumburg.

18. ACKNOWLEDGMENT

I have read the Renaissance Schaumburg Convention Center Hotel Regulations for General Contractors, Show Management, Production and Audio Visual Companies and will enforce them when working at the Renaissance Schaumburg Convention Center Hotel. I understand that failure to enforce the regulations may result in financial penalties, as well as failure to comply with the Guidelines will delay the event opening until compliance is obtained.

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _ _____

COMPANY NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____

SHOW NAME: _____

DATE: _ _____

**General Contractor, Show Management, Production, Audio Visual Company
RETURN A SIGNED COPY OF THIS PAGE VIA FAX TO:**

**Renaissance Schaumburg Convention Center Hotel
Event Management Department
Attention: Event Manager
Fax: (847) 303-4323**