

- 6.4. 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.
- 6.5. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
- 6.6. The Renaissance Schaumburg Hotel and Convention Center 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 Hotel and Convention Center Electrical Services, as subcontracted through Viper (the exclusive electrical contractor of the Renaissance Schaumburg Hotel and Convention Center).
- 7.2. It is the responsibility of the General Contractor, Production or AV Company to provide the Renaissance Schaumburg Hotel and Convention Center 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 20amps 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 one quarter (1/4) full 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, 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 Hotel and Convention Center. 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 Director of Event Management or Event Manager 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.