



VILLAGE OF SCHAUMBURG

**RENAISSANCE SCHAUMBURG CONVENTION
CENTER HOTEL
EVENT PLANNING GUIDE
FIRE SAFETY GUIDELINES AND OTHER REGULATIONS**
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4100 Fax 847.303.4323

The following information is provided to assist in preparation for your application and review of your proposed event.

All trade shows and exhibits must conform to the requirements of the adopted codes and ordinances of the Village of Schaumburg including the International Fire Code and applicable National Fire Protection Association (NFPA) standards.

All exhibits, **trade shows, seminars, consumer events, and well attended** shows require 'Floor Plan' review and approval, **whether being held in the hotel ballroom or convention center**. These events will be required to fill out a Floor Plan Approval Application, and have a floor plan **diagram** attached showing the layout of the event in relation to the fire exits, restrooms, and concessions. In addition, an Exhibitor Approval Application will also need to be filled out for those individual booths needing additional review and approval if any are proposed to have compressed and flammable gases, cooking and open flames, hazardous materials, vehicle displays, enclosed and two story exhibits and other conditions that increase the risk to fire and life safety. Written approval may be issued to those booths and exhibits based on satisfactory review of the application

An Exhibitor Approval Application is also required for certain Building/Electrical, Health, and Finance/Revenue exhibit and/or trade show activities and services as indicated herein.

Prohibited Events

Certain types of events are prohibited from contracting with the RSCCH. These may include, but are not limited to adult entertainment-oriented event such as ultimate fighting, mixed martial arts, gambling, pornographic materials, and tattooing.

Submittals

Floor plans of all exhibit and trade shows are to be submitted to the Renaissance Schaumburg Convention Center Hotel (RSCCH) for review and approval. The RSCCH will submit the floor plans and event planning documents to the Village of Schaumburg for approval. A copy will be retained by the Village of Schaumburg Fire Marshal. An approved copy will be provided to the event client. A copy of the approved plans must be available on site. Floor plans should be submitted for approval prior to the commitment of booth or exhibit space; **a minimum of sixty (60) days** prior to the beginning date of the event is preferred. Subsequent changes in the floor plan require additional review and approval.

The submittal shall include a floor plan drawn to scale and shall also include the following information: Name of show, date(s) of the event, type of show, square footage, floor plan developer and date of initial drawing. Indicate the estimated total, peak, and per day attendance, size and location of all aisles, exits (clearly identified), booths, food concessions, prefunction and registration areas, drapes (indicate height) and other displays. All pertinent data regarding flame retardant treatment used on combustible materials must be included with the plans. Exhibits required to have 'special approval' as indicated herein are to be specified.

Life Safety

Fire lanes, fire hydrants and fire department connections shall not be obstructed at any time.

The occupant load of the exhibit hall and any meeting rooms and ancillary areas may not be exceeded.

All required exits as well as exit access and discharge areas shall be maintained free from obstructions and impediments. No display or exhibit shall be installed or operated as to obstruct exits, interfere with access to or with the visibility of any required exit sign. The exit access width in the pre-function area from the exhibit hall exit doors to the pre-function exit corridor shall be kept clear and no narrower than the width of the exhibit hall exit doors.

Exits and aisles shall be located so that the maximum travel distance to an exit shall not exceed 250 feet. Dead end aisles shall not exceed 20 feet in length.

A twenty foot clear width is required in front of all exits. All perimeter and cross aisles shall be a minimum of 10 ft. wide. Aisles shall be completely clear and unobstructed during show hours. No obstructions of any sort including tables, chairs, or portable concessions shall be permitted to reduce the clear width of the aisles. A minimum 20 ft. clearance to include the ten foot aisle width must be maintained in front of the concession stands.

Fire fighting and emergency equipment shall not be hidden or obstructed, including fire extinguishers, fire hose cabinets, fire alarm pull stations and horn/strobe devices, emergency gas shutoffs, and emergency phones.

The Renaissance Schaumburg Convention Center Hotel is a smoke free environment. No smoking is permitted within the hotel, convention center exhibit areas or any associated areas at any time, including during set-up and take-down procedures. RSHCC shall designate outdoor smoking areas as needed. The smoking areas shall be at least 15 feet from public access doors. The smoking areas shall also be supplied with ashtray(s).

Exhibits

All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation of same must be provided on site. These requirements are subject to field verification.

Exposed foam plastic materials and unprotected materials containing foam plastics used for decorative materials or exhibits shall have a maximum heat release of 100 kilowatts (kW) when tested in accordance with UL 1975.

Plans for multi-level exhibits must be submitted no later than 60 days prior to load-in. The plans must be sealed and certified by a licensed structural engineer or architect.

Single level exhibit booths exceeding 300 square feet and covered with a ceiling and all multi-level exhibit booths covered with a ceiling require an automatic extinguishing system.

The upper deck of multi-level exhibits exceeding 300 sq. ft. shall have not less than two remote means of egress.

The travel distance within an exhibit booth or exhibit enclosure to an exit access shall not exceed 50 feet.

All exhibit booths must maintain clear and appropriate exits from the booth. Any enclosed booth of 750 square feet or more must have a minimum of two exits as remote from each other as possible.

Combustible materials within the exhibit booth shall be limited to a one day supply. Storage of combustible materials behind the exhibit booth shall be prohibited.

The storage of combustible material in the exhibit hall is limited to an area no greater than 100 ft.² of floor area, and 12 feet in height. Storage of combustible material in the ballroom is also limited to no more than 100 ft.² of area, but cannot be stored higher than 8 ft.

Storage of combustible materials shall be orderly and separated from heaters, heating devices, or open flames. The materials shall not be stored in exits or exit enclosures.

Booths or exhibits must be cleared of combustible trash or rubbish as necessary no less than once per day.

All electrical equipment used or exhibited must be listed by an approved agency.

All temporary wiring must meet the requirements of the Village of Schaumburg Electrical Code. All extension cords must be 14 gauge, 3-wire minimum. Multi-plug connectors must be UL listed with built-in overload protection. The installation of extension cords beneath carpeting, where permitted, must be performed by the RSCCH authorized personnel.

Hardback booths must have nine inch (9") clearance from rear booth boundary line and eighteen (18") from solid walls.

All gas appliances shall be AGA approved and installed in accordance with the International Fuel Gas Code (IFGA) and the International Mechanical Code (IMC).

No hazardous displays shall be permitted in the exhibit area without special approval issued by the Fire Marshal.

Except where permitted for cooking exhibits, open-flame devices shall be prohibited.

Cooking Exhibits

Cooking and food warming devices used in exhibit booths shall comply with the following:

- The use of LP gas shall be limited to (1) 12-lb water capacity (5-lb LP-Gas capacity) cylinder to be used for cooking demonstration purposes only. A 20' separation is required from other LPG containers. Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed ten.
- Butane-fueled portable cooking appliances are allowed subject to the following restrictions:
 - Cylinders and appliances shall be listed;
 - The cooking appliance shall not have more than two 10-oz. non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb.;
 - Cylinders shall comply with UL 147B;
 - Cylinders shall be connected directly to the appliance and shall not be manifolded;
 - Cylinders shall be an integral part of the listed, approved commercial food service device and shall be connected without the use of a rubber hose.
 - Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed 24.
- Deep Frying guidelines:
 - Single-well cooking equipment using combustible oils or solids shall meet the following criteria;
 - They shall have lids available for immediate use;
 - Deep fryers shall be thermostatically controlled;
 - They shall be limited to 288 in.² (12 in. x 24 in.) of cooking surface;
 - They shall be placed on noncombustible surface materials;
 - They shall be separated from each other by a horizontal distance of not less than 2 ft.

- They shall be kept at a horizontal distance of not less than 2 ft. from any combustible material;
- Multiple well cooking equipment using combustible oils or solids shall comply with NFPA Pamphlet 96.
- A K-class portable fire extinguisher shall be provided within the booth.
- Cooking devices shall be separated from the public by not less than four feet or by a barrier.
- A 10 lbs., 4A:60BC, portable fire extinguisher shall be provided for all cooking appliances other than deep fryers.
- Chafing dishes are to be designed with a shelf or holder for the fuel or the dish is to be placed on a sheet pan or similar type of noncombustible surface.

In addition to the above, all requirements of the Schaumburg Community Development Department/Environmental Health Services as applicable must be met.

Vehicles

Vehicles and motorized equipment on display within the exposition facility must comply with the following requirements:

- Batteries are to be disconnected.
- Fuel in the fuel tanks shall not exceed one-quarter tank or 5 gallons, whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, boats or other motorized equipment are not to be fueled or defueled within the building.
- Vehicles shall not be moved during exhibit hours.
- The position of vehicles is subject to approval

All vehicles and motorized equipment will be given a display checklist when brought into the building. When all checklist items are completed and the vehicle/equipment is in place on the exhibit floor, a colored sticker will be affixed to the checklist to indicate that the vehicle has been properly prepared for display. The completed checklist will be kept with each vehicle or piece of equipment until the start of the event.

Vehicles, trailers, boats and similar exhibited equipment that have over 100 square feet of roofed area shall be provided with smoke alarms acceptable to the Fire Official.

Machinery and Equipment

Operating machinery and equipment within the exhibit area must have necessary safeguards to protect the public from injury.

Pyrotechnics

The use of pyrotechnics will require a separate permit from the Schaumburg Fire Department and must be conducted in accordance with all applicable codes. The use of pyrotechnics must be in accordance with the State of Illinois Pyrotechnics Use Act, which prohibits the use of most consumer fireworks. Firework displays must be performed by companies and personnel with current Pyrotechnic Distributor and Operator licenses.

Drones

The use of a drone on RSCCH property is subject to approval on case by case basis by the RSCCH.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Balance Boards

The use of balance boards (also known as hoover boards, Segway's, etc.) is prohibited anywhere on the RSCCH property.

Special Approval

Written approval by the Village of Schaumburg Fire Marshal is required for the display and/or use of the following. (The Exhibitor Approval Application shall be filled out for each booth or exhibit)

- Smoke, fog and haze machines (Require Fire Watch through VOS)
- Laser displays
- Vehicle displays
- Display or storage of LPG/Flammable and/or Compressed gases
- Flammable or combustible liquids
- Open flames and candles
- Any cooking or heat producing appliances
- Enclosed and/or multi-story exhibit booths
- Hazardous materials (MSDS required)
- Any other equipment/process that increases the risk to fire and life safety

Tents/Canopies/Bleachers

The installation of any tent or bleacher outside the facility will require a Special Event Permit application to be submitted to the Village of Schaumburg Community Development Department for review and approval in accordance with IFC and ICC/ANSI 300 as applicable.

The use of tents, canopies, or similar items within the convention center shall be prohibited unless they are non-combustible or flame retardant. An automatic extinguishing system is required under any item or combination of items that exceed 300 square feet. Items shall be considered combined if they are separated by less than 10 ft.

The use of tents, canopies, or similar items is prohibited in the foyer space of the RSCCH.

Crowd Managers

Trained crowd managers shall be required at the determination of the Fire Marshal for events when the occupant load is anticipated to be at or near the maximum posted occupant load. All applicable fees are payable directly to the Village of Schaumburg

Fire Watch

Whenever, in the opinion of the fire code official or their designee, it is essential for public safety, a fire watch shall be required as approved by the Village of Schaumburg Fire Department. Refer to the RSHCC Fire Watch Procedures Handout. When required, a Fire Watch Detail Request Form must be completed and submitted as indicated on the form. This form must be submitted no less than 7 days prior to the start of the event requiring the fire watch.

- A Floor Plan Approval Application is required to be submitted for any event requiring a fire watch
- Fire Watch Request Form should be obtained from Event Manager
- All applicable fees are payable directly to the Village of Schaumburg

Traffic or Security Detail

Whenever, in the opinion of a designated police department official it is essential for public safety, a traffic or security extra paid detail shall be required as approved by the Village of Schaumburg Police Department. When required, a Police Department Detail Request Form must be submitted as far in advance as possible, but no less than 72 hours prior to the start of the event requiring an extra paid police detail. All applicable fees are payable directly to the Village of Schaumburg

First Aid

Staffing of the first aid room may be required based on the nature and anticipated attendance of the event. Paramedic services, when provided, shall be required to meet the requirements of the Northwest Community Hospital Emergency Medical System.

Building / Electrical

Permits will be required for any alteration made to building systems such as electrical, mechanical, plumbing, etc. Plans for the alterations shall be submitted with the permit application for review and approval prior to work starting. All permitted work shall be inspected by the Village of Schaumburg Community Development Department / Building Division. Exhibits requiring electric services greater than 60 AMPS, and/or 480 Volts or greater will require an electric permit and a site inspection.

Consumable Goods

Food being prepared for giveaway or sale by an exhibitor shall fill out an Exhibitor Approval Application. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. The following is a list of requirements:

- All food shall be obtained from approved sources complying with applicable State of Illinois Rules and Regulations. Home canned and home prepared foods are prohibited.
- If potentially hazardous foods are sold or served, they shall be prepared and packaged in an approved facility that complies with applicable State Rules and Regulations. Internal temperature of potentially hazardous foods shall be maintained at 41 degrees F or below, or 140 135 degrees F or above.
- Potentially hazardous foods shall be cooked to the required internal temperature:
- Poultry – internal temperature of 165 degrees F for 15 seconds.
- Pork, ham, and all ground meats – internal temperature of 155 degrees F for 15 seconds
- All other potentially hazardous foods – internal temperature of 145 degrees F of 15 seconds.
- The menu should be planned to avoid having any leftover food. Prepare perishable foods in small quantities. Leftover potentially hazardous foods shall be discarded and not be offered for sale on the following day.

- Ice, which will be consumed or will come into contact with food, shall be obtained from an approved source.
- Handling of food shall be minimized by the appropriate use of utensils such as deli tissue, scoops, tongs, spoons, forks, spatulas, or single-use gloves.
- All food on display shall be adequately covered and be protected from cross contamination. Effective shielding may also be provided.
- Condiments shall be individually packaged or dispensed from an approved dispenser.
- All equipment to be kept clean and sanitary.
- Strict attention shall be given to personal hygiene. Conveniently located hand washing stations are required for individuals handling and preparing food.
- Depending upon the event, centralized areas may be established for the storage of food, hand washing, and other food related activities.
- Food handlers shall have taken an approved food safety course and be certified.

Service Performed on People

All exhibitors and vendors performing services on people which may include but not be limited to facials, hair styling, and massage shall follow State of Illinois rules and possess appropriate certifications or licenses for conducting the specific activity. The certification or license shall be posted and be on display for inspection. The exhibitor shall also practice good hygienic methods to prevent communicable disease. An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Animal Exhibits

All animal exhibitors shall follow state and federal rules for animal handling and care. Proper certificates, licenses, vaccines, and documentation shall be available for review.

An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. When animals are exhibited, the floor plan shall be reviewed for placement of additional hand washing stations and to restrict contact and cross contamination of any food service areas with the animals. Animal exhibits shall be located at least 15 feet from any human consumable food source.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Service Animals

The Illinois General Assembly defines Service Animal as a dog or miniature horse trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental, or intellectual disability.

Service animals shall be allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals shall be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work. In that case, the individual shall maintain control of the animal through voice, signal, or other effective means.

When it is not obvious what service an animal provides, staff may ask two questions: (1) is the service animal required because of a disability?, and (2) what work or task has the service animal been trained to perform? Staff cannot ask about the person's disability, medical documentation, service animal certification, or ask to have the service animal perform their work or task.

A person cannot be asked to remove their service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it, or (2) the service animal is not housebroken. Specific to miniature horses also includes: (3) whether the facility can accommodate the animal's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for the operation of the facility.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain the goods or services without the animal's presence.

Amusement Surcharge / Admittance Fees

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

All Illinois taxpayers, whether they are Illinois residents or not, must register with the Illinois Department of Revenue for each tax type they will collect or for any tax they are required to pay. Register by calling 217.785.3707. Vendors are required to remit Illinois sales tax to the Department of Revenue by completing Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon. To obtain Form IDOR-6-SETR contact the Special Events Coordinator via email at Rev.SpecialEvents@Illinois.gov or by calling weekdays during normal business hours at 1.847.294.4475.

Sale of Merchandise

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

Sales Tax Exempt

A vendor/exhibitor who is exempt from state sales tax must provide verification from the state regarding their status. An exemption from state sales tax is not an exemption for the food & beverage tax.

Sampling of Alcoholic Beverages

If an exhibitor plans to sample alcohol at an exhibit booth in the convention center, they must COME INTO THE VILLAGE PRESIDENT'S OFFICE at 101 Schaumburg Court, Schaumburg, IL to obtain a one day license. The following is a list of requirements that the exhibitor must comply with when wanting to sell or give away samples of liquor.

- The exhibitor that will be selling or giving away alcohol must come to the Village Hall to purchase a Class D One Day Liquor License for \$40.00 (Fee may be subject to change). If the event is a two day event, 2 Class D One Day Liquor Licenses shall be purchased, and so on.
- The exhibitor needs to put the request on their company's letterhead and the license will be processed in the name of the company.
- The exhibitor needs to provide the date, hours, and reason for the event, a contact name and phone number and the name and location of the event on that letter.
- There is also a half page form that must be completed in the office of the Liquor Commissioner/Village President. After the form is filled out, a copy will be provided to the Finance Department and the Mayor's office.
- The exhibitor requesting the one day liquor license will be provided a page containing the main points of the ordinance that they must comply with for their reference.
- The exhibitor will also be required to sign another copy that will be maintained in the Mayor's office.
- The exhibitor will be given a liquor license that must be displayed at their booth during the duration of their event. The booth may be inspected by the Schaumburg Police Department.
- Up to 3 samples, consisting of no more than (i) 1/4 ounce of distilled spirits, (ii) one ounce of wine, or (iii) 2 ounces of beer may be served to a consumer in one day.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability as well as host liquor liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Contact Information

Michael Rons, Fire Marshal
847.923.6742
mrons@ci.schaumburg.il.us
Fire Department 847.885.6300

Mary Passaglia, Code Compliance Coordinator
847.923.3701
mpassaglia@ci.schaumburg.il.us
Community Development Department / Code Compliance 847.923.3700
(Temporary Special Events and General Questions)

Nick Abdallah, Environmental Health Field Supervisor
847.923.3710
nabdallah@ci.schaumburg.il.us

Donna Leck, Revenue Manager
847.923.4531
dleck@ci.schaumburg.il.us
Finance Department 847.923.4532

Carmen Selke, Executive Secretary
847.923.4402
cselke@ci.schaumburg.il.us
Mayor's Office/Liquor Commissioner
(Class D One Day Liquor License)

Richard Bascomb, Senior Transportation Planner
847.923.3862
rbascomb@ci.schaumburg.il.us
Transportation Department / Schaumburg Woodfield Trolley

Kristine Provenzano, Police Commander
847-348-7226
kprovenzano@ci.schaumburg.il.us
Police Department / Traffic Detail

Lynette Perry, Permit Control Clerk
847-923-3976
lperry@ci.schaumburg.il.us
Community Development Department