



VILLAGE OF SCHAUMBURG

**RENAISSANCE SCHAUMBURG HOTEL  
AND CONVENTION CENTER  
EVENT PLANNING GUIDE  
FIRE SAFETY GUIDELINES AND OTHER REGULATIONS**  
1551 Thoreau Drive, Schaumburg, IL 60173  
Phone 847.303.4115 Fax 847.303.4323

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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 (IFC, 2009 ED) 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 RSHCC. 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 (RSHCC) for review and approval. The RSHCC 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 Hotel and Convention Center 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.<sup>2</sup> of floor area, and 12 feet in height. Storage of combustible material in the ballroom is also limited to no more than 100 ft<sup>2</sup> of area, but cannot be stored higher than 8 ft.

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 RSHCC 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 Schaumburg Fire Department.

### **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.
- 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.
- 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.<sup>2</sup> (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 for each device, or an automatic extinguishing system shall be provided.
- Cooking devices shall be separated from the public by not less than four feet or by a barrier.
- A 10# 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 do 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 authority having jurisdiction (AHJ).

### **Machinery and Equipment**

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

### **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
- 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 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.

### **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.

### **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 (2/3/2011 3:33 PM ED). 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 72 hours 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.

### **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.

### **First Aid**

Staffing of the first aid room shall 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 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 requirement:

- 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 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.

### **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.

### **Amusement Surcharge / Admittance Fees**

All admittance fees are subject to a 5% Amusement Surcharge. This surcharge must be collected from all patrons who pay for admittance or amusement. The surcharge is remitted directly to the Village of Schaumburg no later than the last day of the calendar month succeeding the event. An amusement surcharge return must be completed and submitted with the amusement surcharge payment. A registration form must be completed before the event. Contact the Village of Schaumburg Finance Department at 847-923-4532 with any questions regarding the amusement surcharge or surcharge forms.

### **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.

### **Sale or Sampling of Alcoholic Beverages**

If an exhibitor plans to distribute or sell 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.

### **Contact Information**

Terrence Simale, Schaumburg Fire Marshal  
847.923.6742  
[tsimale@ci.schaumburg.il.us](mailto:tsimale@ci.schaumburg.il.us)  
Schaumburg Fire Department 847.885.6300

Mary Passaglia, Assistant Code Compliance Supervisor  
847.923.3701  
[mpassaglia@ci.schaumburg.il.us](mailto:mpassaglia@ci.schaumburg.il.us)  
Community Development Department / Code Compliance 847.923.3700  
(Temporary Special Events and General Questions)

Rick Connolly, Fire Prevention Field Supervisor  
847.923.3707  
[fconnolly@ci.schaumburg.il.us](mailto:fconnolly@ci.schaumburg.il.us)  
Community Development Department / Fire Prevention 847.985.4452

Nick Abdallah, Environmental Health Field Supervisor  
847.923.3710  
[nabdallah@ci.schaumburg.il.us](mailto:nabdallah@ci.schaumburg.il.us)  
Community Development Department / Code Compliance 847.923.3700

Doug Jones, Building Supervisor  
847.923.3952  
[djones@ci.schaumburg.il.us](mailto:djones@ci.schaumburg.il.us)  
Community Development Department / Building 847.923.4420

Tony Ainley, Electrical Inspector  
847.923.3956  
[tainley@ci.schaumburg.il.us](mailto:tainley@ci.schaumburg.il.us)  
Community Development Department / Building 847.923.4420

Donna Leck, Revenue Manager  
847.923.4531  
[dleck@ci.schaumburg.il.us](mailto:dleck@ci.schaumburg.il.us)  
Finance Department 847.923.4532

Carmen Selke, Executive Secretary  
847.923.4402  
[cselke@ci.schaumburg.il.us](mailto: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](mailto:rbascomb@ci.schaumburg.il.us)  
Transportation Department / Schaumburg Woodfield Trolley