



GENERAL FIRE SAFETY POLICIES & PROCEDURES

STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hilton Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hilton Chicago Management. *Any requests for variations or exceptions should be directed to the Exhibit Hall Department of the Hilton Chicago, and must be approved in writing by hotel management.*

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth **MUST** be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. **No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables.** A maximum of one-day's supply of materials may be placed in an OPEN AREA of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel's Exhibit Hall Manager.
4. **Use of hazardous materials is NOT permitted at any time during an exhibit show.** Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display **MUST** have a locking fuel cap and the fuel cap **MUST** be sealed using heavy tape and contain no more than 1/8 tank of fuel. Battery cable **MUST** be disconnected prior to vehicle entering the building.
6. Exhibits with enclosed ceilings **ARE NOT PERMITTED**. All exhibits **MUST** be **NO HIGHER THAN 10 FEET TALL**. All exhibits should remain 18" below the sprinkler system. Helium balloons are **NOT** permitted.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is **NOT PERMITTED** during set-up or tear-down of shows, and is restricted to authorized areas at any other time.
11. Cut trees, branches and shrubs are prohibited in the hotel. Live plants must be maintained in their natural state.
12. **Report emergencies immediately by dialing 55 on any house phone.**

ALL QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

**HILTON CHICAGO
EXHIBIT HALL MANAGER
720 S. Michigan Avenue
Chicago, IL 60605
Phone: (312) 663-6535
Fax: (312) 431-6904**



720 South Michigan Avenue, Chicago, Illinois 60605 Telephone 312/922-4400 Fax 312/922-5240

Reservations 1-800-HILTONS

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