



## CHICAGO FIRE DEPARTMENT REGULATIONS

### STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hyatt Regency 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 Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

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 certification of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes or behind booth displays. A maximum of one-day's supply of materials may be kept in your booth space and/or under your table.
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 Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibit should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. 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.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

### QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HYATT REGENCY CHICAGO  
151 East Wacker Drive  
Chicago, IL 60601  
Phone: (312) 239-4408  
Fax: (312) 239-4409