

EXHIBIT GUIDELINES

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Marriott Marquis Chicago is a Union hotel and must follow all Union Guidelines.
- Please read the supplied Fed Ex shipping instructions in their entirety. If exhibitors ship their items directly to the hotel, they will incur a shipping/handling fee.
- IRI and the Marriott Marquis will place all countertops in an Fire Marshall-approved space in the Horizon Foyer. Exhibitors will not be permitted to move countertops.
- No storage of any kind is allowed behind countertops. The maximum quantity of operation and advertising material that may be stored inside the exhibit is a one-day supply.
- All material, including scenery, drapes, signs used in the construction of countertop must be flame-retardant. Polyurethane foam must pass the (Chicago Fire Department's) "standard flame test." Only fire-retardant corrugated cardboard and paper may be used. Certificates of flameproofing are to be affixed to the booth.
- No hazardous demonstrations, such as welding, cooking with either natural gas or electricity, heater demonstration, will be permitted without the written approval of the Chicago Fire Department.
- Exhibitors are not authorized to sell food and beverage for consumption on Marriott Marquis Chicago property.
- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables. All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Literature, laptops, computer monitors are permitted.
- Portable banner displays are permitted as long as they are placed flush against the wall or directly beside your counter

- All fire hose cabinets, fire extinguishers, pull stations and emergency exits must be visible and accessible at all times. It is unlawful to lock or fasten any door or other means of exit.
- All main and cross aisles, corridors, stairways and other exit areas must maintain the required width (8 feet) during show hours. No protrusions into the aisles are permitted.
- Exhibits with enclosed ceilings are not permitted, nor are double-deck booths, helium balloons and/or signs capable of obstructing the sprinkler systems and/or the smoke detector systems.
- Compact Pop up Tabletop Exhibits are not permitted.
- **Exhibitors may perform the following functions on the exhibit floor as long as they are a full-time employee of the exhibiting company:**
 - > **Hand-carry small items and pop-up displays. No hand trucks or carts are permitted. If FedEx will delivery items to your space but Bell Services/Door staff is not allowed on an exhibit hall floor for deliveries and/or pick-up services.**
 - > **Install and dismantle pop-up 10' x 10' displays if one (1) person can accomplish the task in thirty (30) minutes or less without the use of tools.**
 - > **Install graphics and small signs, logos and graphics that are attached with Velcro strips.**
 - > **Make technical and/or electrical connections and inter-wire equipment for computers provided that the cables do not exceed 10 feet in length.**
 - > **Perform simple electrical requirements, such as installing light bulbs**
 - > **The Chicago Fire Marshal reserved the right to close down any Exhibitor that does not comply with the above Rules and Regulations.**