

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Privately Owned Vehicles

- The unloading of any materials from a POV must be done at the loading dock only and orchestrated by the general contractor from the marshalling yard.
- POVs cannot stand or wait at any gate in any tunnel of any building. These gates are designed for passenger drop-off and pick-up. For safety and to maintain efficient traffic movement throughout the event, vehicles left unattended in any tunnel or taxi gate will be towed.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Vehicle

- Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours.
- Refueling must be done off property.

FIRE AND SAFETY REGULATIONS

The fire prevention and safety regulations enforced at McCormick Place are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and McCormick Place Operations Department. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

Contact the Assistant Director of Fire Safety at (312) 791-6079 or via fax at (312) 791-6013 for more information.



Booth Storage

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall or under tables.
- You may not store empty cartons in or behind your booth backwall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

Fire Retardancy

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing your demonstrations and displays, note that the following devices require pre-approval by McCormick Place:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglass or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are prohibited in McCormick Place:

- All L.P. gases • Hay and straw • Charcoal
- Untreated Christmas Trees, cut evergreens or similar trees
- Propane • MAPP gases
- Wood fireplace logs and similar materials
- Untreated mulch and Spanish moss trees

Cooking and Heat-Generating Devices

if you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

Multiple Levels or Ceilings (Including Tents)

Before discussing McCormick Place requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

“Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

Format 1: Exhibits with two stories under 225 sq. ft.

Format 2: Exhibits with two stories at or over 225 sq. ft.

Format 3: Exhibits with ceilings under 225 sq. ft.

Format 4: Exhibits with ceilings at or over 225 sq. ft.

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “**Fire Code Items**” section.

Fire Code Compliance Exhibits with Multiple Levels or Ceilings

	Fire Code Item	Booth Format			
		1	2	3	4
1.	Max Dimensions	Yes	Yes	No	Yes
2.	Second Level	Yes	Yes	No	No
3.	Exit Stairways	Yes	Yes	No	No
4.	Smoke Detectors	Yes	Yes	Yes	Yes
5.	Fire Extinguishers	Yes	Yes	Yes	Yes
6.	Fire Guards	No	Yes	No	Yes
7.	Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8.	Certified Approval	Yes	Yes	No	No
9.	Fire Marshall Review	Yes	Yes	Yes	Yes



For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths:

Maximum Dimensions: To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq ft. of enclosed area.

Second Level: Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

Staircases: Staircases between levels must meet the following requirements, as well as A.D.A. compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

Smoke Detectors: All areas under the second level or ceiling, including closets, need to be equipped with a UL- approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers: A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

Fire Guards: Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by McCormick Place Assistant Director of Fire Safety.

Certified Approval: After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

Fire Marshal Review: Send your stamped blueprints to McCormick Place for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

All exhibits must comply with the Americans with Disabilities Act.