



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 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 list 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 RSCCH. 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 Hotel (RSCCH) for review and approval. The RSCCH 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, pre-function 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 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. Refer to the approved areas on the RSCCH Foyer Floor Plan.

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.

All perimeter and cross aisles shall be a minimum of 10 feet 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.

Firefighting 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 Convention Center Hotel 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. RSCCH 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 meet the flame propagation requirements of NFPA 701. 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.

Plan 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 100 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 150 square feet 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.

The storage of combustible material in the exhibit hall or ballroom is limited to an area no greater than 100 feet² of floor area, and 12 feet in height.

Storage of combustible materials shall be orderly and separated from heaters, heating devices, or open flames. The materials shall not be stored in exits or exit enclosures.

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 RSCCH authorized personnel.

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 Fire Marshal.

Except where permitted for cooking exhibits, open-flame devices shall be prohibited.

Cooking Exhibits

Cooking and food warming devices used in exhibit booths shall comply with the Village of Schaumburg:

- For food vendors, the certificate will need to carry **five million dollars in general liability**, all other applicable liability categories i.e. workers compensation, automobile liability and umbrella liability must list the below parties as the additional insured.
 - Village of Schaumburg
 - Marriott International
 - Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.
- 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 purposed only. A 20-foot separation is required from other LPG containers. Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed ten.
- 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 1.08lb.;
 - 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.
 - Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed 24.
- 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 288in.² (12in. x 24in.) 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 feet;
 - They shall be kept at a horizontal distance of not less than five feet from any combustible material;
 - Multiple well cooking equipment using combustible oils or solids shall comply with NFPA 96;
 - A K-Class portable fire extinguisher shall be provided within the booth.
- Cooking devices shall be separated from the public by not less than five feet or by a barrier.
- A 10lb., 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 Division must be met.

Vehicles

Vehicles and motorized equipment on display within the exposition facility must comply with the following requirements:

- Batteries to the engine starting system shall be discontinued.
- Fuel in the fuel tanks shall not exceed on-quarter tank or 5 gallons, whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicle, boats or other motorized equipment are not to be fueled or defueled within the building.
- Vehicles shall not be move 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. The completed checklist will be kept with each vehicle or piece of equipment throughout the event.

Vehicles, trailers, boats and similar exhibited equipment that have over 120 square feet of roofed area shall be provided with smoke alarms acceptable to the Fire Official.

Machinery and Equipment

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

Pyrotechnics

The use of pyrotechnics will require a separate permit from the Schaumburg Fire Department and must be conducted in accordance with all applicable codes. The use of pyrotechnics must be in accordance with the State of Illinois Pyrotechnics Use Act, which prohibits the use of most consumer fireworks. Firework displays must be performed by companies and personnel with current Pyrotechnic Distributer and Operator licenses.

- In addition, here is the link: [fp-pyrotechnicauthorizeddistributorsandoperators.pdf \(illinois.gov\)](#).
- A license operator may apply for a permit with the Village of Schaumburg. Please reach out to Fire Marshal: Michael Rons at 847.923.6742 or mrons@schaumburg.com for additional Village of Schaumburg Permitting.
- “Cold Sparklers” and similar materials are considered pyrotechnics and require compliance with this section.

Drones

The use of a drone in or on RSCCH property is subject to approval on case by case by the RSCCH. A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry **two million dollars** in general liability and list the below parties as the additional insured:

- Village of Schaumburg
 - Marriott International
 - Renaissance Hotel Management Company, LLC
- Above legal names must be correct or certificate will not be accepted.***

Balance Boards

The use of balance boards (also known as hover boards, Segway’s, etc.) is prohibited anywhere on the RSCCH property.

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 (Require Fire Watch through VOS)
- Display or storage of LPG/Flammable and/or Compressed gases
- Flammable or combustible liquids
- 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 outside the facility 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.

The use of tents, canopies, or similar items within the convention center shall be prohibited unless they are noncombustible or flame retardant. An automatic extinguishing system is required under any item or combination of items that exceed 300 square feet. Items shall be considered combined if they are separated by less than 10 feet.

The use of tents, canopies, or similar items is prohibited in the foyer space of the RSCCH.

Crowd Managers

Trained crowd managers shall be required for events with over 1,000 people. At minimum, one crowd manager is required for every 250 persons.

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. 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 14 days 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.
- Fire Watch Request Form should be obtained from the Event Manager.
- All applicable fees are payable directly to the Village of Schaumburg.

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. All applicable fees are payable directly to the Village of Schaumburg.

First Aid

Staffing of the first aid room may 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 or sale 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 Division. The following is a list of requirements:

- For food vendors, the certificate will need to carry five million dollars in general liability, all other applicable liability categories i.e. workers compensation, automobile liability and umbrella liability and list the below parties as the additional insured:
 - Village of Schaumburg
 - Marriott International
 - Renaissance Hotel Management Company, LLC***Above legal names must be correct or certificate will not be accepted.***
- 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 135 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 for 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 no 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.

Temporary Food Service

These guidelines are intended to help operators comply with the Village of Schaumburg Ordinance and Illinois Food Code requirements pertaining to temporary food service operations at special events. All temporary food service operations must be reviewed and approved by the Environmental Health Division, prior to their operation. Depending upon the location of the event and complexity of the food operation, a health inspection may be conducted prior to and during food service operations.

- **FOOD SOURCE**
 - **Food items cannot be stored or prepared in a home.** All food must be purchased and prepared onsite the same day or prepared in a licensed food establishment. Food stored offsite or prepared in advance of the event, must be stored, and prepared in a licensed food establishment.

- All pre-packaged items must be labeled with ingredients list, net weight, and manufacturer's information.
- Licensed food establishments (including mobile food vendors) operating outside the Village of Schaumburg, must provide a copy of the following:
 - Certified Food Protection Manager Certificate for designated person in charge.
 - Copy of food permit or food license.
 - Copy of most recent health inspection report for licensed facility.
 - Copy of commissary agreement
- **HOLDING TEMPERATURES FOR TIME/TEMPERATURE CONTROLLED FOR SAFETY (TCS) FOOD**
 - TCS foods, consist of animal products including dairy products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cut tomatoes, cream and custard pies, etc.
 - TCS foods must be held cold at 41°F or less, or hot at 135°F or above.
 - Mechanical refrigeration capable of keeping TCS foods at or below 41°F must be provided. Ice and/or ice coolers may not be used to hold TCS foods without prior approval.
 - Adequate hot holding equipment must be provided to maintain TCS foods at 135°F or above after cooking.
- **COOKING TEMPERATURES FOR TCS FOODS**
 - TCS foods must be cooked to the following internal temperatures:
 - Fruits and vegetables for hot holding: 135°F
 - Fish, intact meat including beef and pork: 145°F for 15 seconds.
 - Tenderized, mechanically injected, or ground fish or meats: 155°F for 17 seconds.
 - Poultry, stuffed poultry, fish, meat, or pastas: 165°F
 - If food is being transported to the event, hot food must arrive at an internal temperature of 135°F or above and cold food must arrive at an internal temperature of 41°F or below.
 - TCS foods previously cooked at a licensed food establishment must be rapidly reheated to at least 165°F for 15 seconds.
- **STORAGE OF FOOD, UTENSILS AND RELATED ITEMS**
 - All food and food items must be stored 6" off the ground.
 - Food and food items must be protected during preparation, storage, and display. This includes protection from pests by use of lids, screening, or other effective means.
 - Wet storage (non-drained ice) of food is prohibited, except for cans of soft drinks, bottled water, and beer may be stored in non-drained ice. The water must contain at least 50 ppm chlorine and changed as needed.
 - Condiments must be individually packaged or offered in containers that are self-closing or enclosed.
 - Single service articles (forks, knives, spoons, plates, and cups) must be provided to customers.
- **WORKER HEALTH AND PERSONAL HYGIENE**
 - Gloves, deli tissue, utensils, etc. must be provided to prevent bare hand contact with ready to eat foods.
 - All food booth operators must wear effective hair restraints (i.e. hairnet, cap, and visor).
 - Smoking, drinking, and eating are prohibited in the food booth.
 - Workers who are sick or have vomiting, diarrhea, jaundice, or sore throat with fever are prohibited from working, which includes preparing for or setting up the event.
- **CLEANING AND SANITIZING**
 - A sanitizer bucket or spray bottle of sanitizer (quaternary ammonia or chlorine bleach) must be provided for sanitizing food contact surfaces. Corresponding sanitizer test strips are required.
 - Dish washing onsite is not required, however the operator must provide enough clean utensils to use for the duration of the event.
- **HANDWASHING FACILITIES**
 - Handwashing facilities must be provided in each food booth and must include the following:
 - Container of water with a free-flowing spigot
 - Liquid hand soap
 - Paper towels
 - A bucket to catch wastewater
 - Garbage can/wastepaper basket

- **WATER SUPPLY AND WASTE DISPOSAL**
 - Water must be from an approved source – public or commercially bottled.
 - Hoses used to provide water shall be food grade quality, and backflow and back siphonage devices shall be provided to protect the water supply.
 - All sewage, including liquid waste, must be disposed of in an approved sewage system or holding tank but not onto the ground.
 - Trash shall be maintained in a manner that does not create a nuisance
- **BOOTH LAYOUT AND EQUIPMENT**
 - Overhead protection (tent, canopy, mobile unit, enclosed trailer) must be provided.
 - Floor construction must be a hard surface or canvas.
 - A means of pest control must be provided (screens, fans, food covers, etc.)
 - Physical barriers (tables, enclosed trailer, etc.) must separate the food prep area from customers.
 - Accurate thermometers are required in all refrigeration units.
 - Metal stem type thermometers must be used to monitor food temperatures.
- **ADDITIONAL INFORMATION**
 - Failure to adequately comply with any of the requirements may result in suspension of temporary food service operations and/or subsequent removal from the special event. For questions or concerns, please contact the Village of Schaumburg Community Development department/Environmental Health Division at 847-923-3700.

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 Division.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry **two million dollars** in general liability and list the below parties as the additional insured.

- Village of Schaumburg
- Marriott International
- Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

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 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.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry **two million dollars** in general liability and list the below parties as the additional insured.

- Village of Schaumburg
- Marriott International
- Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Service Animals

The Illinois General Assembly defines Service Animal as a dog or miniature horse trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental, or intellectual disability.

Service animals shall be allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals shall be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work. In that case, the individual shall maintain control of the animal through voice, signal, or other effective means.

When it is not obvious what service an animal provides, staff may ask two questions: (1) is the service animal required because of a disability?, and (2) what work or task has the service animal been trained to perform? Staff cannot ask about the person's disability, medical documentation, service animal certification, or ask to have the service animal perform their work or task.

A person cannot be asked to remove their service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it, or (2) the service animal is not housebroken. Specific to miniature horses also includes: (3) whether the facility can accommodate the animal's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for the operation of the facility.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain the goods or services without the animal's presence.

Amusement Surcharge / Admittance Fees

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.

All Illinois taxpayers, whether they are Illinois residents or not, must register with the Illinois Department of Revenue for each tax type they will collect or for any tax they are required to pay. Register by calling 217.785.3707. Vendors are required to remit Illinois sales tax to the Department of Revenue by completing Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon. To obtain Form IDOR-6-SETR contact the Special Events Coordinator via email at Rev.SpecialEvents@Illinois.gov or by calling weekdays during normal business hours at 847.294.4475.

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 and beverage tax.

Sampling of Alcoholic Beverages

If an exhibitor plans to sample 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 Class D One Day Liquor License. The following is a list of requirements that the exhibitor must comply with when wanting to see or give away samples of liquor.

- The exhibitor that will be selling or giving away alcohol must go to www.villageofschaumburg.com website to fill out a Class D One Day Liquor License application and attach event authorization as well as scanned copy of Applicant's Driver License. Once application is processed, link to make \$40.00 payment will be emailed (fee may be subject to change). Once payment is made, Class D One Day Liquor License will be automatically emailed to the applicant. If the event is a multiple day event, Class D One Day Liquor Licenses shall be purchased for each day of the event separately.
- 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.
- Up to 3 samples, consisting of no more than (i) 1/4 ounce of distilled spirits, (ii) one ounce of wine, or (iii) 2 ounces of beer may be served to a consumer in one day.
- Must hire Renaissance Schaumburg Convention Center Hotel Bartender to serve.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability as well as host liquor liability and list the below parties as the additional insured.

- Village of Schaumburg
- Marriott International
- Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Outdoor Special Events

A Special Event Permit is required for activities conducted outside of the RSCCH. There is no fee for a special event permit. Permit fees apply to signs, electric generators, tents, stage and other structures, and may apply to food. Licensing fees apply to one day liquor or one day entertainment licenses. Fees also apply to use of village services such as but not limited to police, fire, or other village employee assistance. The following documents are required:

- Municipal Property/ROW Use application.
- Description letter explaining all details relating to the event.
- Letter from RSCCH authorizing use of the property.

- Site plan to show location of the event including any parking, tents, structures, etc.
- Required permits for electrical and signs, if necessary.
- Other documents as determined by the type of event.
- Certificate of Insurance and endorsements are required for use of the public right-of-way.

All special event permit applications shall be submitted to the village a minimum of thirty (30) days prior to the date of the event. Should the village right-of-way (public streets) be used, the applicant shall submit the application and related documents sixty (60) days prior to the event, as these permits need standing committee and Village Board approval. A fifty dollar (\$50.00) late fee is charged for late submittals. In addition, a refundable deposit of \$250.00 may also be charged for use of public right-of-way permits.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

- Village of Schaumburg
- Marriott International
- Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Contact Information

Fire Marshal

Michael Rons
847.923.6742
mrons@schaumburg.com

Special Event Permit

Jayne Sanne
847.923.3967
jsanne@schaumburg.com

Food and Public Health

Sharrita Vantrece
847.923.3823
svantrece@schaumburg.com

Building / Electrical

Bob Kryder
847.923.3962
rkryder@schaumburg.com

Admission Fee and Taxes

Alex Thorpe
847.923.4532
athorpe@schaumburg.com

Police Department / Traffic Detail

Police Commander Joe Dugan
847.348.7006
jdugan@schaumburg.com

Transportation

Chase Dexter
847.923.3865
krobles@schaumburg.com

Mayor's Office / Liquor Commissioner (Class D One Day Liquor License)

Magdalena Gerwel
847.923.4402
mgerwel@schaumburg.com