



# CHICAGO FIRE DEPARTMENT BUREAU OF FIRE PREVENTION

The Chicago Fire Department wishes you the best of success in all of the event's which you will be sponsoring. While events are planned to be enjoyable for the public and staff, unforeseen incidents may occur.

# FLAMEPROOF CONVENTION CENTER



*World's Largest Convention Center  
McCormick Place*

*McCormick Place at Night*



**FIRE DOUBLES IN SIZE EVERY MINUTE**



# ATTENTION!

- Hotels
- Hotel Exhibitors
- Show Managers
- Promoters
- Display/Exhibit

# ATTENTION CONTINUE

- Conventions
- Contest
- Audio Visual Department
- Banquet, Catering, etc....
- Similar Activities

# PUBLIC SAFETY

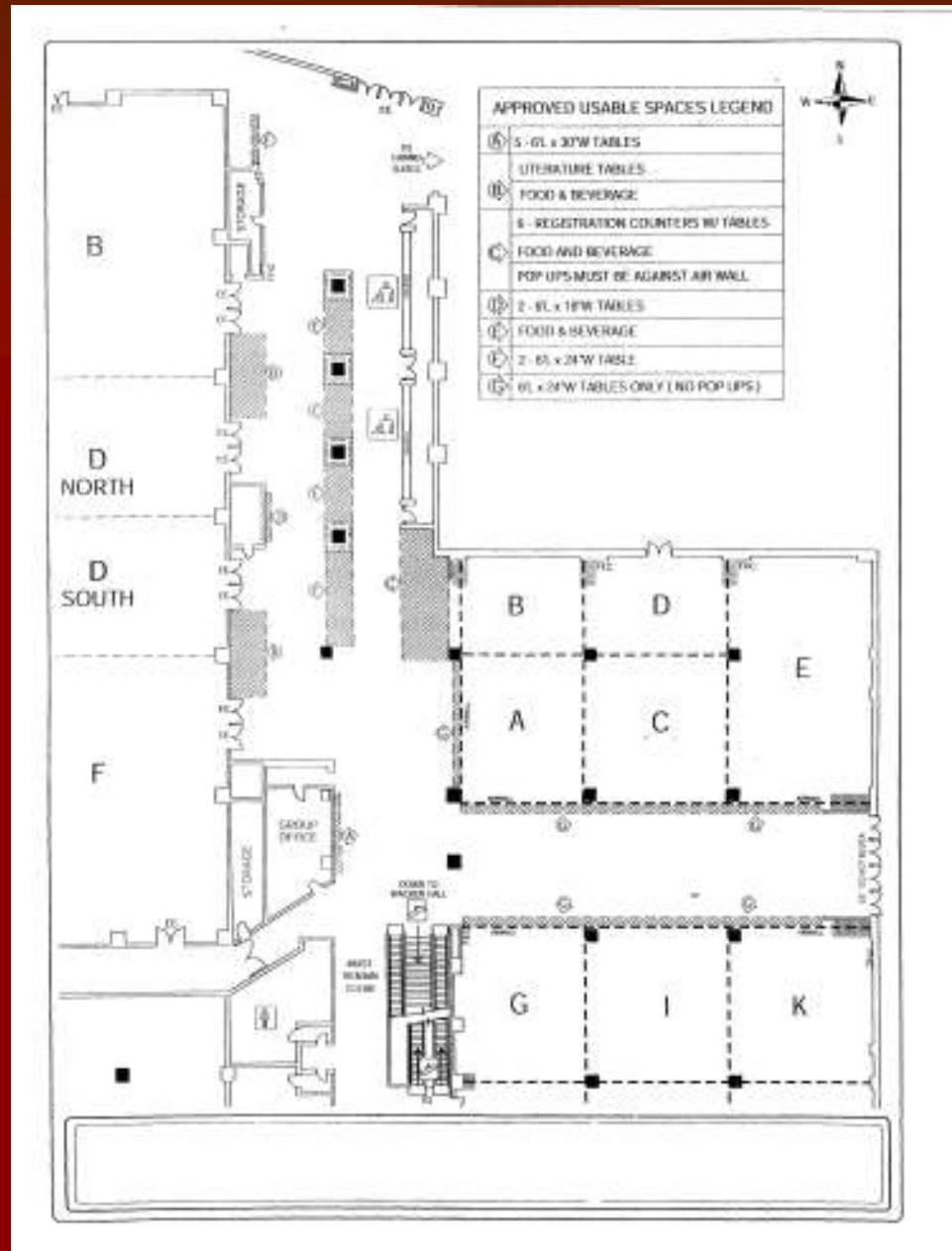
- Public safety is the most important aspect of the Fire Service today.
- There is no such thing as being too prepared when addressing life safety for the of citizens and visitors of Chicago.
- This is your home, protect it by adhering to the City of Chicago Fire Codes and Ordinances.
- Disaster can strike when you least expect it.
- Let's take a more pro-active position on all matters of safety.

# GUIDELINES VIOLATION'S

- Submit floor plans within 60 days.
  - Name of Hotel and Event, dates and times of show.
  - Fire legend on plan, showing fire exits, fire hose cabinet, fire extinguishers, aisles space, etc...
  - Maintain a minimum 8' aisles in exhibition area.
- Booth construction shall be of fire resistance materials
  - Scenery, drapes and decorations shall be treated with flame retardant materials.

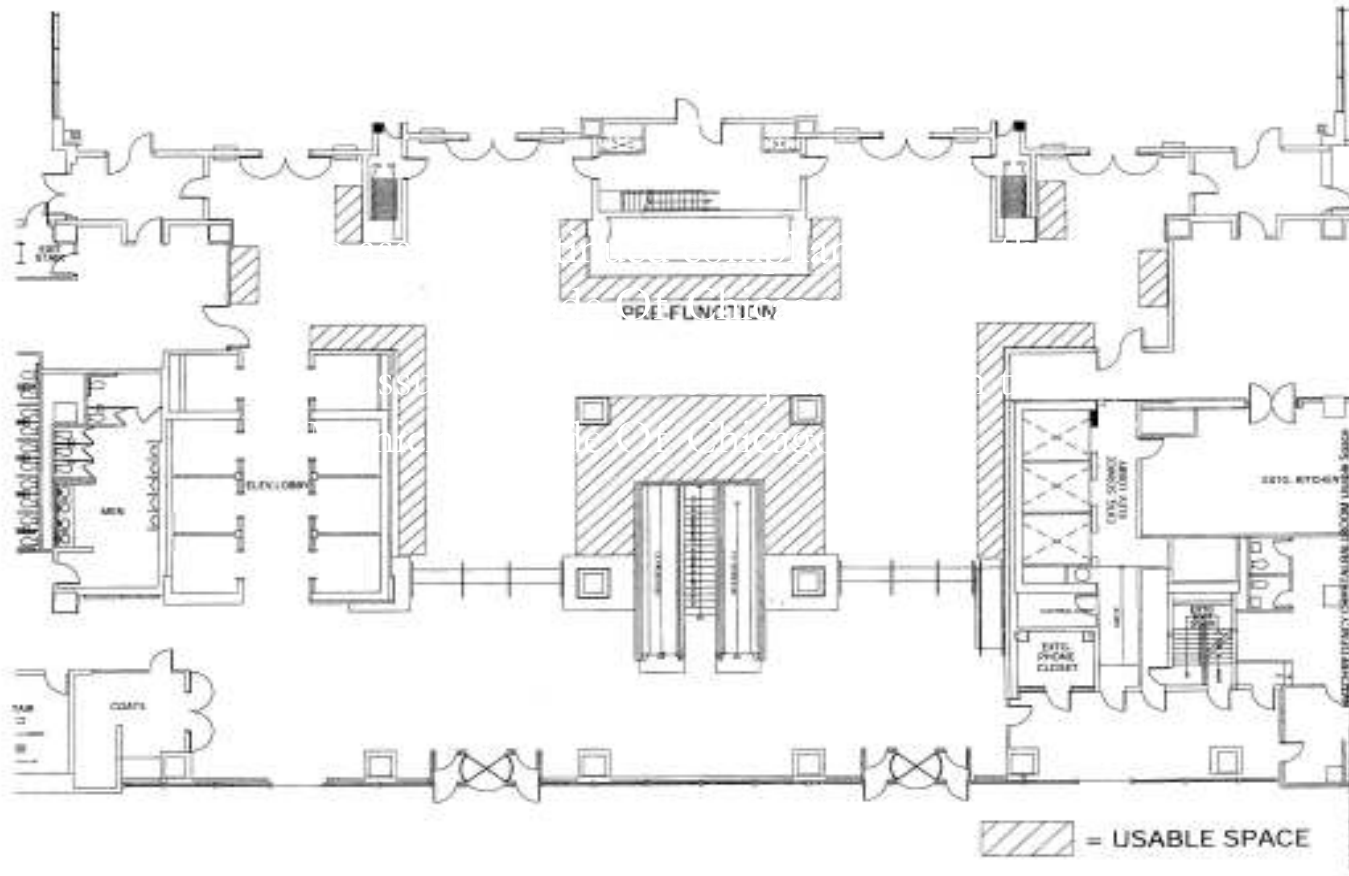


# SUBMITTAL OF USABLE SPACE

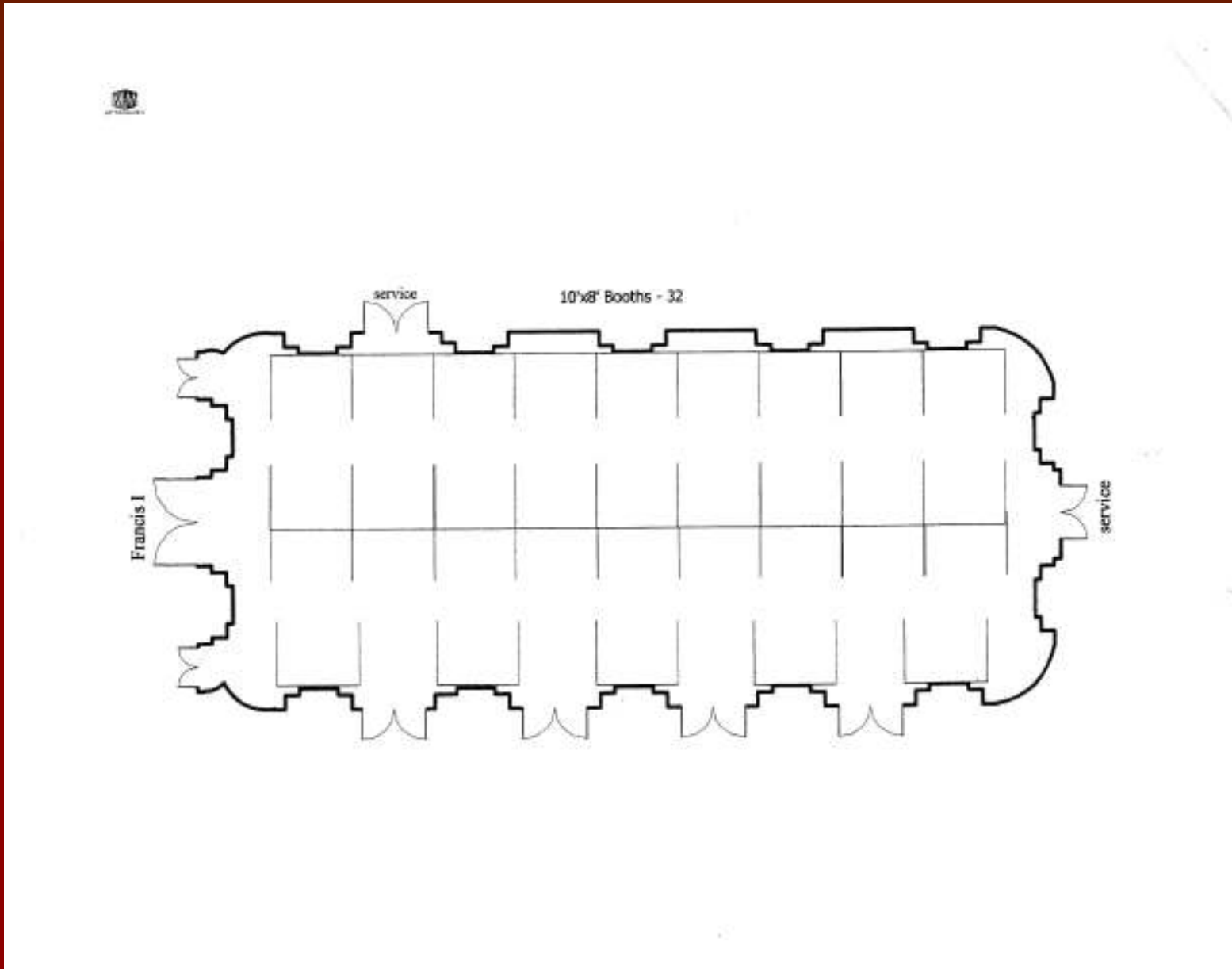


# SUBMITTAL OF EVENT PLANS - 2

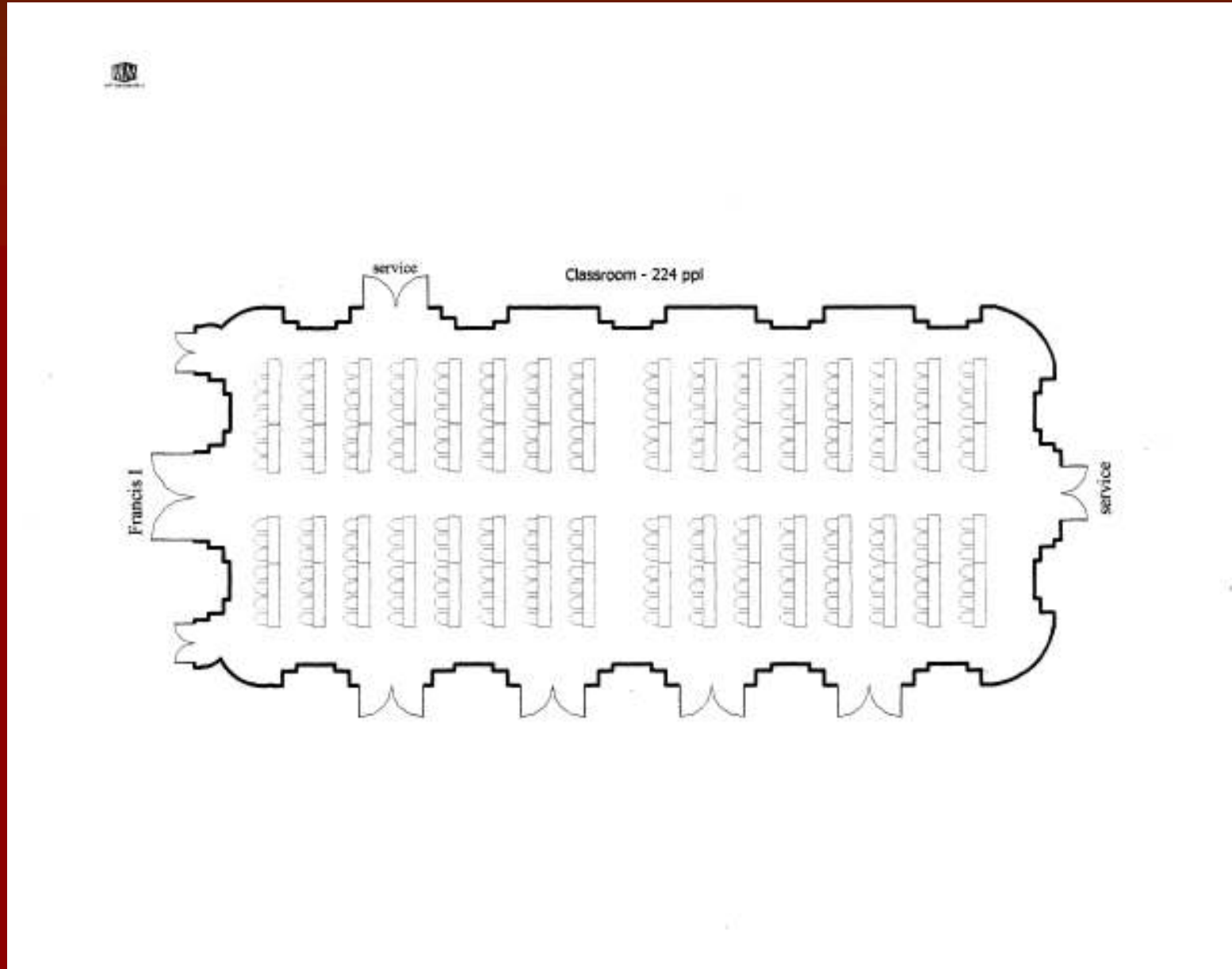
SHOW NAME  
SHOW DATE



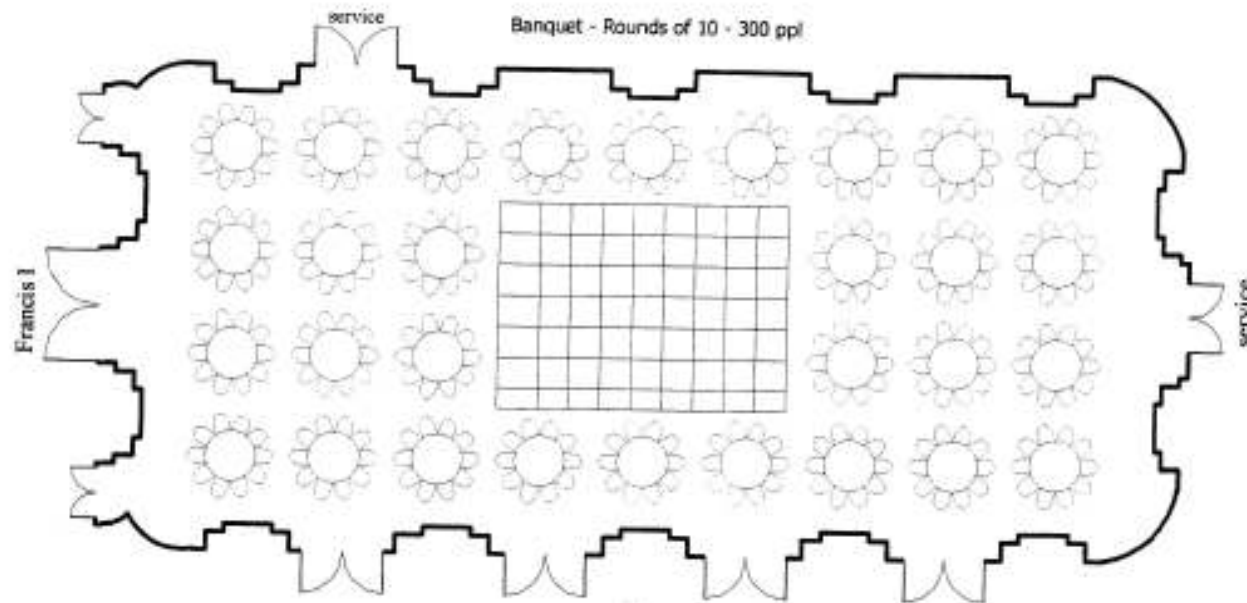
# ONE ROOM - BOOTH LAYOUT



# ONE ROOM - CLASS ROOM LAYOUT



# ONE ROOM - BANQUET LAYOUT



# GUIDELINES CONTINUE

- No obstruction of exit ways.



# GUIDELINES CONTINUE

- No booths or pop-ups in Foyers.





# GUIDELINES CONTINUE

- No storage under tables.





# GUIDELINES CONTINUE

- Maintain exhibits within allotted booth space



# GUIDELINES CONTINUE

- No storage or packing cases behind booth or drapes.



# GUIDELINES CONTINUE

- No storage under stages



# GUIDELINES CONTINUE

- No storage in stairwell or under stairs





# GUIDELINES CONTINUE

- No storage in service or exit ways



# GUIDELINES CONTINUE

- All literature & give aways should be limited to a “One Day Supply”



# GUIDELINES CONTINUE

- No excessive use or overloading of extension cords in or behind booths



# GUIDELINES CONTINUE

- Secure all cables and cords by taping down or provide cable ramps.





# GUIDELINES CONTINUE

- No open flame devices are allowed



## GUIDELINES CONTINUE

- Use of Pyrotechnics are not allowed



# ADMINISTRATIVE NOTICE OF VIOLATION (ANOV)

 Target Case: Pre-printed NOV # here

**IN THE CITY OF CHICAGO, ILLINOIS - DEPARTMENT OF ADMINISTRATIVE HEARINGS**  
CITY OF CHICAGO, Fire Prevention Bureau, Petitioner,

v. \_\_\_\_\_ Re: \_\_\_\_\_

Respondent: \_\_\_\_\_

Inspector Date: \_\_\_\_\_

Respondent's address: \_\_\_\_\_

**SUMMONS AND NOTICE OF VIOLATIONS**

YOU ARE HEREBY NOTIFIED THAT THE FIRE PREVENTION BUREAU HAS CITED THE ABOVE PARTY FOR ALLEGED VIOLATION(S) OF THE CHICAGO MUNICIPAL CODE AS DESCRIBED BELOW. MORE PARTICULARLY, THE DEPARTMENT CONSIDERS SUCH ALLEGED VIOLATIONS AS CONTINUING ON EACH SUCCEEDING DAY AFTER THE INSPECTION DATE. THE DEPARTMENT OF ADMINISTRATIVE HEARINGS WILL CONDUCT A HEARING ON THE MATTER AT:

400 West Superior, Chicago, Illinois, in Room 112 on Wednesday, \_\_\_\_\_, 20\_\_ at 10:30 a.m.

0005FT Fire curtain obstructed. (Sec. 13-84-110)  
 0006FT Failure to remove rubbish. (Sec. 15-4-979)  
 0007FT Failure to submit floor plans. (Sec. 15-4-690)  
 0008FT Combustibles stored improperly. (Sec. 13-84-360; 15-4-710)

The inspector specifically observed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROOF OF SERVICE**  
Pursuant to sections 2-18-074 and 2-14-112 of the Municipal Code for the City of Chicago, I, \_\_\_\_\_, an employee of the City of Chicago Fire Department, do hereby certify as follows: I served a Notice of Violations and Summons upon such person named by \_\_\_\_\_

By first class mail to the party's last known address. I served said documents by carrying said documents to be placed in a sealed envelope, and deposited in the United States Mail at 44 N. Dearborn in Chicago, IL, with proper postage prepaid, on or before 1:00 p.m. on \_\_\_\_\_, 20\_\_.

By personal service to the named individual on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m.

**CERTIFICATION OF INSPECTOR**


\_\_\_\_\_

I certify that I observed the violations set forth on the summons and notice of violations on the date indicated and that the violations set forth are true and correct.

White Copy is Owner - Gold Copy is Law Department - Goldenrod Copy is Administrative Hearings - Pink Copy is Department of Buildings

When an egregious violation(s) is found that threatens public safety a ANOV will be written. The ANOV will be written on the HOTEL & PROMOTER for safety violations. A photo of the violation(s) will be taken and a written sheet provided to the hotel and promoter. The ANOV will require the Responsible Party (Hotel or Promoter) to report for a appearance at the court house. Fines for violations of the Municipal Code of Chicago range from \$500.00 to \$5000.00 and increase with repeat offenses.

# ADMINISTRATIVE NOTICE OF VIOLATION (ANOV) 2

 Target Case: \_\_\_\_\_ Pre-printed NOV # here: \_\_\_\_\_

**IN THE CITY OF CHICAGO, ILLINOIS - DEPARTMENT OF ADMINISTRATIVE HEARINGS**  
CITY OF CHICAGO, Fire Prevention Bureau, Petitioner:

Respondent: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_  
Respondent's address: \_\_\_\_\_

**ONE COUNT SUMMONS AND NOTICE OF VIOLATIONS**  
YOU ARE HEREBY NOTIFIED THAT THE FIRE PREVENTION BUREAU HAS CITED THE ABOVE PARTY FOR AN ALLEGED VIOLATION OF THE CHICAGO MUNICIPAL CODE AS DESCRIBED BELOW. MORE PARTICULARLY THE DEPARTMENT CONSIDERS SUCH ALLEGED VIOLATIONS AS CONTINUING ON EACH SUCCEEDING DAY AFTER THE INSPECTION DATE. THE DEPARTMENT OF ADMINISTRATIVE HEARINGS WILL CONDUCT A HEARING ON THE MATTER AT:

400 West Superior, Chicago, Illinois, in Room 112 on Wednesday, \_\_\_\_\_, at 10:30 a.m.

\_\_\_\_\_ 0001 FT: Failure to limit occupancy of public rooms: 13-36-426,  
\_\_\_\_\_ 0002 FT: Failure to limit occupancy of On-Wrightley roof top: 4-308-196.

Maximum occupancy allowed is: \_\_\_\_\_ occupants. At one time Inspector observed at least: \_\_\_\_\_ occupants.

\_\_\_\_\_ 0003 FT: Failure to prevent blocking of exit-way/egress: 15-4-300 and 13-196-076  
\_\_\_\_\_ or stack blocking egress from premises

\_\_\_\_\_ 0004 FT: Failure to properly store flammable liquids: 15-24-310  
stored in \_\_\_\_\_

**PROOF OF SERVICE**  
Pursuant to sections 2-14-071 and 2-14-101 of the Municipal Code for the City of Chicago, I, \_\_\_\_\_, an employee of the City of Chicago Fire Department, do hereby certify as follows: I served a Notice of Violation and Summons upon each person named by:  
a) By first class mail to the party's last known address. I served said documents by causing said documents to be placed in a sealed envelope, and deposited in the United States Mail at 644 N. Dearborn in Chicago, IL, with proper postage prepaid, on or before 1:00 p.m. on \_\_\_\_\_, 20\_\_\_\_.  
b) By personal service to the named individual on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

**CERTIFICATION OF INSPECTOR**  
I, \_\_\_\_\_, certify that I observed the conditions set forth on this summons and notice of violations on the date indicated and that the violations set forth are true and correct.

While Copy is Given: Gold Copy is Law Department General Copy is Administrative Hearings Pink Copy is Department of Buildings

When an egregious violation(s) is found that threatens public safety a ANOV will be written. The ANOV will be written on the HOTEL & PROMOTER for safety violations. A photo of the violation(s) will be taken and a written sheet provided to the hotel and promoter. The ANOV will require the Responsible Party (Hotel or Promoter) to report for a appearance at the court house. Fines for violations of the Municipal Code of Chicago range from \$500.00 to \$5000.00 and increase with repeat offenses.

# PREVENTION IS THE KEY

- Public Assembly Specialist Inspectors, assigned to the Fire Prevention Bureau will attend events for which plans have been reviewed. Public Assembly Inspectors will perform a walk through
  - *During the set-up process*
  - *During the duration of the event*
  - *During the teardown of the event*

As such, assuring continued compliance with the Municipal Code Of Chicago.

# PREVENTION IS THE KEY

- The Chicago Fire Department Bureau of Fire Prevention is looking forward to working with The Illinois Hotel Association to ensure that your needs are met, while at the same time ensuring everyone is in accordance with the City of Chicago's Municipal Fire Codes and Ordinances.

**Chicago Fire Department  
Deputy Fire Commissioner**

**Richard C. Ford II**

**Fire Prevention Bureau**

**444 N Dearborn**

**Chicago, IL 60610**

**312-744-4762**

**[www.cityofchicago.org/fire](http://www.cityofchicago.org/fire)**