



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG CONVENTION CENTER HOTEL

EXHIBITOR APPROVAL APPLICATION
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4135
Email Form: chrsexhapp@marriott.com

Name of Exhibit: _____ Exhibit Booth Number _____

Name & Date of Event/Show: _____ Date _____

Contact Person: _____

Contact Info: _____ Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

IBT # _____ Tax Exempt: Yes _____ No _____ If yes, proof of exempt status required.
IL Business Tax Number

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment - Type: _____
Smoke, Fog and Haze Machines (Fire Watch Required)
Laser Displays
Vehicle Displays
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids (MSDS required)
Open Flames prohibited, except where permitted for Cooking Exhibits
Any Cooking or Heat Producing Appliances - Type: _____
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety - Explain: _____
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/480 Volts. Temporary Power Permit is required. Inspection required.

Health

- Food - Sampling
Food Truck - Food Truck Sales Require Convention Center Approval
Alcohol Sampling (requires a Class D One Day Liquor License & it must be displayed at the booth) - 2 oz. Sample size only
Animals - Exhibits or Service Animal (Specify by circling one or both) - Vet Records Required
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public (IBT Required)
Sale of Food
Amusements/Admission Charge
Fundraiser/Charitable Event
Raffles/Prizes/Give away