

## **Exhibitor Fire Marshal Rules:**

### **Vehicles:**

- To have any car, or bus in the building :
  - ¼ tank of gas
  - Lockable or taped well gas tank (sealed closed)
  - Positive battery disconnected
  - (1) Fire Marshal has to be on site (\$25 an hr. 4 hr. min)
- You can have electric cars in the building and they do not have to do anything special.
- Boats, waver runners, motorcycles same rules for cars
- Fueling or de-fueling is prohibited.
- Vehicles shall not be moved during display hours. Unless you get approval from your Event manager and Fire Marshal ahead of time. Would require having multiple Fire Marshal's on site.
- Required means of egress shall be maintained at all times.

### **Exits/ Doorways:**

- 30' from entrance doors and dock sliding doors in the Exhibit Halls
- Concessions needs to have 20' (sometime you can do 15-10')
- In the Exhibit Halls you need to have 10' aisles
- Cannot block any Exit signs or Exit doors unless you get approval from Event Manager and Fire Marshal.
- Over 1600ppl need to have 10 exit doors open
- Over 1000ppl need to have 4 exits open (with at least 10 doors)
- Over 500ppl need to have 3 exits open
- Over 50ppl need to have 2 exits open
- Cover exit signs if door access is blocked or not in use.
- Must have 10' from any exit or entrance door.
- All cords have to be taped down if they are across any exit doors.
- Nothing can ever be stored in a Fire Stairwell
- Emergency signs that are not visible but are accessible needs to have a sign made saying EMERGENCY EXIT large enough for people to see.
- Aisles and exits as designated on approved floor plans must be kept clean and clear of obstructions. Booth construction must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles.

### **Trailers:**

- For trailers you need (1) fire extinguisher for every 3000ft.
- Can have a trailer for a billboard sign but you cannot have people climbing or shopping in the trailer.
- 20'x20' or trailer can come in the building

### **Tents/ Enclosed Structures:**

- A structure/tent maximum size of 12'x10' or 120 sq. ft. can have a roof as long as there are no sides on the structure/tent.
- A structure smaller than 10'x10' can have a roof and sides.
- NO SMOKING signs must be installed in any tent/structure.
- One 5 lb. ABC fire extinguisher must be present for 500-1,000 sq. ft. with one additional fire extinguisher per 2,000 sq. ft.
- Exits must be clearly marked and exit curtain must be a contrasting color.
- Tent must be fire resistant per NFPA 701, with documentation on site.
- Any enclosed space larger than 400 sq. ft. or a 20'x20' space needs to have a sprinkler system underneath it and smoke detectors.
- There shall be a locally approved Fire Watch for enclosures large than 300 sq. ft. (92.90 sq. m) and at a prevailing rate of \$30 an hour (4 hour minimum) during event hours. Need to get approval from your Event Manager 3 weeks before show.
- All tents larger than a 12'x10' or 120 sq. ft. need to be approved by the Event Manager and Fire Marshal at least 3 weeks before the show. A floor plan of the structure/tent must be submitted to the Event Manger as well.
- Exhibits with multiple levels need to submit a floor plan of structure to the Event Manager and needs to get approval from Fire Marshal. There shall be a licensed structural engineer's stamp of approval on all plans.

### **Cooking and Warming Devices:**

- Portable Cooking Electric cooking devices shall be permitted as follows:
  - They shall be placed on a non-combustible surface
  - They shall be separated from each other by a minimum horizontal distance of 2' feet.
  - They shall be kept a minimum horizontal distance of 2' from a combustible material.
  - A 20BC Fire Extinguisher shall be located at each booth where these cooking-warming devices are utilized.
  - The use of L.P. gas cylinders and open flame cooking devices is expressly forbidden.
  - Cooking: Open Flames just need a fire Extinguisher (1) for every burner.
  - No Turkey Fryers allowed on site inside or outside of the building.

### **Fire Marshal has to be on Site:**

- If there is 1800ppl or more in the Grand Ballroom.
- Always need a Fire Marshal in the Exhibit Halls for any Public Show.
- If it is a Private Event in the Exhibit Hall, you do not need one unless you have over 1000ppl.

### **Need (2) Fire Marshal on site for:**

- Fire alarm is offline
- Moving vehicles during show hours. (must get Event Manger approval ahead of time)
- If you have 5000 or more people
- Fog machine or haze machine

### **Electric:**

- All cords need to be taped down if they go across a doorway.
- No daisy chaining on power strips (plugging a power strip into another power strip).
- Any cords underneath carpet or those run across your booth where the public is walking needs to be tapped down with yellow or a bright color tape.

### **Fire Codes:**

- All fire hose cabinets, fire extinguisher, pull stations, and emergency exits, including those inside an exhibit space, must be visible and accessible at all times.
- Can do a standing room only event as long as you have 7 sq. ft. per person.
- Mulch needs to be wet cannot be more than a 1' deep. Need to water mulch each night at end of show, not in the morning.
- Cannot use pine straw or hay if they are spreading it out you can do a bale of hay or pine straw if you use it as a prop as long as it is fire retardant.
- No live Christmas trees in the building.
- No electronic, vapor or regular cigarettes allowed in the building. Need to smoke in designated areas outside of the building.
- No selling of electronic or vapor cigarettes allowed in the facility.
- All decorations, drape, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant. Oilcloth, tar paper, sisal paper, nylon, orlon and other plastic materials that are not retardant are prohibited.
- Send out a copy of floor plans to be approved (1 month max and 2 weeks min)
- For any tradeshow, you will have a walk thru scheduled the day before at 3pm or ½ before the show opens. Your Event Manager will schedule it.
- All other gasoline-powered equipment shall be gas and vapor free.

### **Candles:**

- All candles need to be in an enclosed container. (I.e. candle placed in a hurricane glass). No open flame is allowed out the container.