

General Special Events Fire Safety Regulations

Special Considerations

All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. Single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building

All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

- a) Three wire (ground) cords shall not be plugged into two (2) wire extension cords.
- b) Extension cords shall not run under carpets/rugs unless designed to.
- c) Grounded appliances must be plugged into a grounded receptacle.
- d) There shall be a three (3) foot clearance from lights to any combustible materials.
- e) All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items are not allowed and may be confiscated.
- f) The ampacity of the extension cord shall be appropriate for the circuit and appliance(s) being supplied.

All required "EXIT" signs shall be always visible from any location in the room. Drapes, curtains or displays shall not block signs.

Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 8' wide with 10' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

All fire protection equipment (fire extinguishers, hose stations, fire alarm equipment) shall be always maintained, clearly visible, and accessible. A minimum of 3 feet of clearance shall be provided around fire extinguishers and fire hose stations.

Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use.

The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits. The total occupancy includes ALL persons in the building/space including vendors, staff, occupants standing to view or participate, fixed seating capacity, etc.

Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

Display of liquid- or gas-fueled vehicles, boats or other motor craft:

- Vehicle batteries shall be rendered inoperable. Batteries in liquid- and gas-fueled vehicles shall be disconnected.
- Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other approved methods but shall not be required to be disconnected.
- Vehicles shall not be fueled or defueled within the structure.
- Vehicle fuel tanks shall contain not more than one quarter of the tank capacity or 5 gallons (18.93 L) of fuel, whichever is less.
- Vehicle fuel systems shall be inspected for leaks prior to the vehicle being brought into the structure.
- Vehicle fuel tank openings shall be locked and sealed to prevent the escape of vapors.
- Vehicles shall not be located in such a manner that they obstruct a means of egress.

Additional requirements may be determined by the DFES for each event