

FIRE ENGINEERING & WATER SUPPLY BUREAU

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Plan Submittal Requirements for Temporary Indoor Events/Exhibits

- **The guidelines below are intended to assist promoters of temporary events and/or exhibits being held within existing assembly halls designed and constructed for assembly uses. These guidelines should not be construed as addressing unforeseen conditions arising due to the nature of a specific event or exhibit.**
- **The promoter of the event/exhibit shall be responsible to submit all necessary documents for any vendors and/or subcontractor associated with their event/exhibit.**
- **Exhibit booths and their construction shall comply with the requirements of NFPA 1 (2003) 20.1.4.4.4**
- **All applications for indoor events/exhibits must include the following general items**
 - Dates and hours of the event or usage period
 - An accurate FLOOR PLAN showing all of the following items including but not limited to the following:
 - Locations of required exits and exit capacity (width) based on occupant loads calculated by the calculation of occupant load factors found in NFPA 101 (2003) Table 7.3.1.2
 - Location and sizes of all exhibit booths. Any booths with ceilings or that are multi-level shall be clearly identified as such and shall comply with NFPA 1 (2003) 20.1.4.4.4.7
 - Aisle locations and dimensions for the event/exhibit being held.
 - Seating arrangements for table and chairs identifying the distances between tables.
 - Row type seating over 200 seats will require all chairs to be fastened together in groups of not less than three and not greater than seven or securely fastened to the floor NFPA 1 (2003) 20.1.4.8.1
 - Any stage/platform, regardless of size or height, used in conjunction with the event/exhibit must be provided with their associated details to include egress points, stair details, ramp details, handrail and guardrail details etc. Stairs, ramps, handrails, and guardrails must comply with NFPA 101 (2003)
 - Any bleacher/grandstand used in conjunction with the event/exhibit must also be provided with their associated dimensioned details
 - “Certificate of Fire Resistance” or flame spread documentation for all draperies or curtains (such as pipe-and-drape booths), decorations, stage scenery, etc. NFPA 1 (2003) 20.1.4.3
- **Vehicles or vessels on display or within the exhibit hall shall comply with the following**
 - Fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors
 - Fuel tanks shall not contain in excess of ½ of their capacity or contain in excess of 10 gallons of fuel, or whichever is less.
 - At least one battery cable shall be disconnected and taped with non-conductive tape
 - Vehicles or vessels shall not be moved during exhibit hours
- **Any cooking operations, whether for display or concession, associated with any event/exhibit must be identified at the time of application and must comply with NFPA 1, chapter 50.**
- **Pyrotechnics or open flame devices shall be prohibited without a separate permit**