



**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
201 S. Anaheim Blvd., #300  
Anaheim, CA 92805  
(714) 765-4040  
tradeshowsinspector@anaheim.net



## **EXHIBITOR SPECIFICATIONS & REQUIREMENTS**

**References:** California Fire Code, California Building Code

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### **Booth Requirements**

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be ¼ inch thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least 9 inches from rear booth boundary line. Gas appliances must be A.G.A. approved.

### **Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:**

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

### **Storage**

Literature and product handouts shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a 1 day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

### **Decorative Material & Furniture**

All drapes, fabrics, netting, succulent/plant walls or faux boxwood hedge walls and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, cardboard display walls/furniture, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire & Rescue. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not flame retardant, the materials shall be removed prior to show opening. Foam furniture in sprinklered areas shall meet TB 117 requirements. Foam furniture in unsprinklered areas shall meet TB 117-2013 requirements.

### **Cooking Appliances**

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. An Exhibitor Permit is required for the use of propane, butane, deep fryers, CO2 and Nitrogen used for food or beverage dispensing or any other compressed gas cylinders. **These requirements do not apply to microwave ovens, coffee pots, rice cookers, crockpot's, popcorn wagons or sterno used with chaffing dishes.**

### **Heat-Producing Equipment**

Operation of any welding equipment, soldering device, etcetera, requires protection around equipment so it will not cause injury to the public during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. **See permit section for compressed gas, natural gas, propane and butane.**

### **Machinery**

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. **This does not apply to normal electrical appliances such as lamps, computers, radios, etc.**

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## **Candles**

Use of any decorative candles for sale in booth space must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

## **Vehicles**

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at 1/4 tank or 5 gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape. Contact the Tradeshow Inspector for alternative fueled vehicles.

## **Helium**

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

## **Fireplaces**

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace if used with natural gas or gel fuel cans. A maximum of two 13 ounce gel fuel cans per fireplace may be used. Natural gas connections provided at the Anaheim Convention Center shall be conducted by a licensed plumbing contractor and requires an Exhibitor Permit.

## **Special Effects/Sparkular/Fireworks**

The use of any of these products in the City of Anaheim requires a license from the California State Fire Marshal's Office and a fireworks permit from Anaheim Fire & Rescue. For more information, please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net).

## **THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:**

**A PERMIT SHALL BE SUBMITTED FOR APPROVAL A MINIMUM OF 14 DAYS PRIOR TO SHOW OPENING**

## **Flammable or Combustible Aerosols/Liquids**

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. **All flammable or combustible aerosol containers used for display purposes, must be empty.**

## **Compressed Gas/Hazardous Materials**

Describe the use and amounts for each day of the show on the Exhibitor Permit form. Provide the cubic feet of each cylinder, how many cylinders per day you will need and how it will be used in your booth. Include the Safety Data Sheet (SDS) for each product. Quantities may be limited by Anaheim Fire & Rescue. Delivery and pick-up of cylinders to the exhibit booth or space shall be regulated by the general service contractor. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

## **Open Flame**

Describe the product used to create open flame and description of demonstration. Ear candles require a permit and description of how it will be used and what safety precautions will be taken. **A permit is not required for the use of candles in a tradeshow (refer to candle section). Sterno does not require a permit when used with chaffing dishes.**

## **Propane or Butane**

Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.

## **Two-Story Booths (One or More Staircases)**

Submit booth diagrams that includes a Stamp from a California Licensed Structural or Civil Engineer. Provide on the Exhibitor Permit: 1) the live load per square foot (provided by engineer) and square footage of the second floor (or any floors above floor level). 2) the width of each staircase and 3) any doors, walls or room separations or setups on the upper levels. Additional information and conditions may be required for booths with 2 or more staircases. Please contact [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net) for more information. Booths that do not have approval from Anaheim Fire & Rescue shall not be occupied or have storage on the second floor.

**To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.**

DEADLINE MAY 1, 2020



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**EXHIBITOR PERMIT**

THIS PERMIT SHALL BE KEPT ON SHOW SITE

BOOTH # \_\_\_\_\_

SHOW NAME \_\_\_\_\_

LOCATION OF SHOW \_\_\_\_\_

**CONTACT INFORMATION**

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER (      )      FAX (      )  
Area Code      Area Code

CONTACT NAME \_\_\_\_\_

SHOW DATES \_\_\_\_\_

EMAIL \_\_\_\_\_

**I HEREBY APPLY FOR AN EXHIBITOR PERMIT FOR THE FOLLOWING USE:**

- Flammable/Combustible Liquids/Aerosols       2<sup>nd</sup> story Booth (1 or more staircases)
- Open Flame       Hazardous Materials
- Propane/Butane       Other

**PLEASE PROVIDE PERMIT INFORMATION AS REQUESTED ON EXHIBITOR REQUIREMENTS:**

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE SAFETY REQUIREMENTS:**