



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



EXHIBITOR & EVENT SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths that are ¼ inch thick or greater are not required to be flame treated. Cardboard structures or walls shall be flame retardant and a California State Fire Marshal flame resistant certificate shall be provided. Covered ceiling structures or enclosed rooms, including tents with sidewalls shall have one smoke detector placed on the ceiling for every 900 square feet.

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

Fire Equipment: Exhibit Halls, Meeting Rooms & Lobbies:

Storage, booth construction, easels, chairs, and signage 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 always remain visible and unobstructed.

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 outside your booth space, behind curtains, walls, or on electrical.

Decorative Materials & Foam Padded Furniture

All drapes, decorative fabrics, netting, faux succulent/plant/flower/grass walls or faux boxwood hedges, canvas tents, canopies, awnings, curtains, straw, hay, inflatables, cardboard display walls/furniture, bean bags, fur or carpeted walls and decorative materials that are used for booth separation or decorative purposes are required to be flame resistant. A copy of the California State Fire Marshal flame resistant certificate must be provided to Anaheim Fire & Rescue prior to show opening. 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 padded furniture, such as chairs with foam padding, couches, ottomans, and armchairs shall meet TB 117 flame retardant requirements in sprinklered areas. Foam padded furniture in unsprinklered areas shall meet TB 117-2013 flame retardant requirements.

Cooking Appliances

Operation of any electrical cooking appliances, i.e., ovens, stoves, grills, hot plates, tabletop-deep fryers, skilletts, etc. and all demonstrations using these appliances must be placed in the rear of the booth away from the public or be protected with a clear plastic shield or barrier to prevent splatter or contact with the heating element by the customer. One serviced and tagged, (2A:10BC or K) fire extinguisher shall be provided inside booth for all deep fryers. An Exhibitor Permit is required for the use of propane, butane, commercial/free standing deep fryers, carbon dioxide and nitrogen used for food or beverage dispensing. **These requirements do not apply to microwave ovens, coffee pots, electric tea kettles, rice cookers, slow cookers, instant pots, electric air fryers, popcorn wagons or sterno used with chaffing dishes.**

Candles

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

Helium

Helium cylinders shall be secured to a fixed object with one or more restraints, or a mobile device designed for the movement of compressed gas containers at all times.

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Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display, shall have batteries disconnected and a maximum of 1/4 tank of fuel. The gas cap shall be locked or sealed with tape. Batteries in electric vehicles shall be rendered inoperable by manual disconnect or other approved methods. Ignition keys shall be labeled and kept on site at all times. Contact the Tradeshow Inspector for alternative fueled vehicles.

Heat-Producing Equipment & Machinery

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. **An Exhibitor Permit is required for compressed gas, natural gas, propane, butane, and open flame.** 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.**

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 an Exhibitor Permit is required. See Exhibitor Permit section for the use of propane or natural gas.

THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT:

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

Propane or Butane

Describe the use of propane or butane. Propane and Butane will be limited to two-17-ounce containers per appliance.

Compressed Gas, Carbon Dioxide, Nitrogen, Liquid Nitrogen or Hazardous Materials

Describe the use and amounts for each day of the show on the Exhibitor Permit. Provide the volume of each cylinder or tank in cubic feet or gallons. Provide the number of cylinders or tanks you are requesting each day of the show and total for event. Provide how the cylinders will be delivered and/or transported into the facility. Quantities may be limited by Anaheim Fire & Rescue. Include the Safety Data Sheet (SDS) for each product. Delivery and transport of cylinders or tanks to and from the exhibit booth shall be conducted by the general service contractor unless otherwise approved by Anaheim Fire & Rescue.

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts for each day of the show on the Exhibitor Permit. Include the Safety Data Sheet (SDS) for the product. Quantities may be limited by Anaheim Fire & Rescue. Natural gas connections at the Anaheim Convention Center (ACC) shall be conducted by a licensed plumbing contractor that has a valid contract with the ACC. **All flammable or combustible aerosol containers used for display purposes must be empty.**

Open Flame

Describe the product used to create the open flame and description of demonstration. Please include the use of any compressed gas, propane, butane and flammable or combustible liquids/aerosols that may be used in conjunction with the open flame demonstration.

Two-Story Booths (One or More Staircases) – Plans are reviewed for fire requirements only, not structural stability.

Submit stamped drawing by a California Licensed Structural or Civil Engineer. Stamped drawings shall provide the following information: live load per square foot, square footage of the second floor (or any floors above floor level), the width of each staircase. Additional information and conditions may be required for booths with 2 or more staircases. Submit a rendering of the entire booth space including any doors, walls or room separations or setups on the upper levels. The staircase walking surface shall be a minimum of 36 inches wide (no exceptions). Engineered stamped drawings are valid for a 2-year duration or expiration date noted by engineer. Please contact 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. Build on site shall match measurements provided. If measurements are found to be inaccurate during onsite inspection, the permit may be revoked.

Special Effects/Sparkular/Cold Spark Devices/Fireworks

The use of pyrotechnics in the City of Anaheim requires a license from the California State Fire Marshal's Office and fireworks permit from Anaheim Fire & Rescue. For more information, please contact tradeshowinspector@anaheim.net



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EXHIBITOR PERMIT

THIS PERMIT SHALL BE KEPT ON SHOW SITE

BOOTH # _____

BOOTH NAME _____

SHOW NAME _____

LOCATION OF SHOW _____

CONTACT INFORMATION

BUSINESS NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT INFO () _____
Area Code EMAIL

CONTACT NAME _____

ONSITECONTACT _____

SHOW DATES _____

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

- | | |
|---|--|
| <input type="checkbox"/> Flammable/Combustible Liquids/Aerosols | <input type="checkbox"/> 2-Story Booth |
| <input type="checkbox"/> Open Flame (Sterno does not apply) | <input type="checkbox"/> 1-Staircase <input type="checkbox"/> 2 or more staircases |
| <input type="checkbox"/> Compressed Gas or Liquid Nitrogen | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Other _____ |

PLEASE PROVIDE INFORMATION AS REQUESTED ON EXHIBITOR REQUIREMENTS:

Applicant's Signature _____ Date: _____

Fire Department Approval _____ Date: _____

FIRE DEPARTMENT REQUIREMENTS:

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.