



City of Anaheim
Fire Department
Fire Prevention Bureau



Specifications and Requirements

Subject: Trade Show Exhibitor Guidelines

References: California Fire Code, 2001 Edition, Sections 2501.9, 2501.10, 2501.14, 2501.16; California Building Code, 2001 Edition, Section 1004.3.2.2

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch (1/4") thick or greater.

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 nine inches (9") from rear booth boundary line. Gas appliances must be A.G.A. approved.

General Conditions

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.

Storage

Literature on display 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 one (1) day supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility.

Decorative Material

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay, and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate or a sample of the decorative material must be provided to the Anaheim Fire Department to verify that the approved treatment has been applied or the materials must be removed prior to show opening.

All flammable or combustible aerosol containers, used for display purposes, must be empty. (See permit section for use of aerosols).

Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at one-quarter (1/4) tank or five (5) gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape.

Cooking Appliances

Operation of any cooking appliances, i.e. ovens, stoves, barbecues, hot plates, deep fryers, 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. A fire permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots or popcorn wagons.

Heat-Producing Equipment

Operation of any welding equipment, soldering device, etc. require protection around equipment so the public cannot be injured during demonstration. Approved welding screens will be required for welding equipment. (See permit section for use of compressed gases).

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.).

Candles

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

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Helium

Helium cylinders shall be secured in an upright position.

Fire Places

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. Natural gas connections shall be conducted by a licensed plumbing contractor through the Anaheim Convention Center.

Class III or Greater Lasers

Lasers must be self contained inside equipment and shall not scan the audience. Lasers used for any other purpose require Fire Department approval.

Permit Requirements

Note: A Show Permit form shall be submitted for approval a minimum of 14 days prior to show opening.

The following items will require a show permit.

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department.

Hazardous Materials/Compressed Gas

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. Hazardous materials are defined in the 2001 California Fire Code.

Two-Story Booths

A diagram of the booth shall be submitted. The second story of a two-story booth equipped with one staircase will require an occupant load sign and be limited to an occupant load of nine (9) persons. Booths with more than one staircase shall provide the square footage of the second floor and the width of each staircase.

Open Flame

The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations.

Propane

Propane that is used in very small quantities (17 ounces or less) for cooking purposes may be approved based on certain conditions.

For further information regarding these requirements contact: **Trade Show Inspector at (714) 765-4073 or the Deputy Fire Marshal at the Fire Prevention Bureau at (714) 765-4040, between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday or send e-mail to tradeshowsinspector@anaheim.net.**