

A Guide to SAFE EXHIBITS, EXPOSITIONS, EVENTS and DECORATIONS



“PREVENTION IS OUR INTENTION”

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EXHIBITS, EXPOSITIONS, EVENTS and FIRE SAFETY

WHAT ABOUT IT?

Exhibits, Expositions and Events can create challenges to Fire & Life Safety due to Layout, Design, Furnishings, Decorations and Scenery. An example of an Exhibit would be something such as the Titanic and Princess Diana Exhibits at the Great Cedar Exhibition Hall. An Exposition would be something such as a trade show in the Fox Towers Premier Ballroom. An Event would be a something thing such as a boxing match.

Many things may change during exhibits, expositions, and events, such as (1) the installation of exhibit booths (2) hanging or placing decorations (3) heating/cooking of food (4) displaying motor vehicles, erecting a tent and more. During these changes, ignition sources, combustible material and other hazards may be introduced which are not normally found in the room or area. Some of these items may impair or block exits and fire equipment, such as sprinklers, fire alarm sounding devices and fire extinguishers. You **may** need to supply a layout plan and [obtain a permit](#).

HOW DO I GO ABOUT IT?

No exhibit or exposition shall occupy any exposition facility or area without approved plans. If in doubt, call the Fire Marshal/ Deputy Fire Marshal at the Public Safety Complex 860-396-6635.

- All exhibits and expositions require a permit in addition to approved plans. **The plan and permit should be submitted to the Fire Marshal or his designee at least two (2) weeks in advance.**
- The plans and permit will be reviewed by the Fire Marshal/ Deputy Fire Marshal who will contact you for an inspection prior to approving the permit.

WHAT EVENTS MAY NOT REQUIRE PERMITS?

- Promotions and give-aways
- Slot and Poker Tournaments
- Gift Events
- Use of a room for its intended purpose where the occupancy has not changed

WHAT ARE THE RULES?

- Exits shall be kept clear and unobstructed in their entirety.
- Exits shall not be draped with pipe and drapes or other decorations.
- All exit signs shall be kept visible at all times.

- Fire extinguishers, hose cabinets, and fire alarm pull stations and horn/strobe assemblies shall be clear, visible and unobstructed.
- Only approved protected candles shall be used.
- **Fog / Smoke machine use shall be pre-approved.**
- Event employees shall be briefed in emergency procedures.
- Emergency lighting shall be kept clear and unobstructed
- Electrical cables, audio visual cords, etc. shall be secured as not to cause a tripping hazard.
- Power Strips shall not be used for appliances, only computer related items (small low load lighting for exhibits when approved by the Fire Marshal/Deputy Fire Marshal.)

Excessive Combustible Materials not on display, including combustible packing crates used to ship exhibitors' supplies and products, shall be stored in an enclosure having a fire resistance rating of 1 hour and protected by an automatic extinguishing system. If an enclosure is not practical or available, the materials shall be removed from the building or special provisions made with the approval of the Fire Marshal/ Deputy Fire Marshal.

WHAT ABOUT EXHIBITS AND EXPOSITIONS?

- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet
- Exhibit Booths shall be constructed of the following:
 1. Non-combustible or limited combustible products. Non-combustible products are those that will not ignite, burn, support combustion release or release flammable vapors. Limited combustible products have a flame spread index not greater than 50. Documentation shall be supplied to the Fire Marshal/Deputy Fire marshal verifying the integrity of the booth materials prior to any booths being set up.
 2. Wood exceeding 1/4 in nominal thickness or wood not exceeding 1/4 nominal thickness that is pressure treated fire retardant wood. Documentation shall be supplied.
 3. Curtains, drapes and decorations shall meet the requirement set forth on NFPA Standard 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*. Documentation shall be supplied.
 4. Any acoustical and decorative material, including but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame- retardant treated. Documentation shall be supplied to the Fire Marshal/Deputy Fire Marshal prior to these materials being displayed. Any materials that cannot be treated for flame retardancy shall not be used.
 5. Documentation shall be supplied for decorative items made of foamed plastics and materials containing foamed plastics used as mannequins, murals, and signs. These items shall meet the requirements set forth in UL Standard 1975.
 6. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of materials behind the booths shall be prohibited.
 7. Exceptions may be made by the Fire Marshal/Deputy Fire Marshal for special exhibits.

WHAT ABOUT TENTS?

- Tents in excess of **200 square feet** or a canopy in excess of **400 square feet** require a permit.
- Tents shall be permitted only on a temporary basis.
- The Fire Marshal/Deputy Fire Marshal shall require a certificate or other evidence of acceptance by an acceptable organization.
- No guy wire or guy rope shall cross any means of egress at a height of less than 7 ft.
- Smoking shall not be permitted in any tent, unless approved by the Fire Marshal/Deputy Fire Marshal.
- In rooms or areas where smoking is prohibited, plainly visible signs shall be posted that read as follows: “NO SMOKING”
- Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the Fire Marshal/Deputy Fire Marshal.
- Tent stakes adjacent to any means of egress from any tent open to the public shall be railed off, capped, or covered so as not to present a hazard to the public.

WHAT ABOUT FOOD SERVICE?

- All devices in connection with the preparation of food shall be of an approved type and shall be operated in an approved manner according to the manufacturers operating instructions. Approved for use **indoors** are: (1) Safe heat, fig.1 (2) Iwatani butane fueled burners, fig.2 and (3) portable electric food warmers. **Any other device needs to be inspected and approved by the Fire Marshal/Deputy Fire Marshal**



Fig. 1



Fig. 2

- A minimum of a 5 lb. ABC or BC rated portable fire extinguisher shall be provided for each **food preparation** area. **(Fire Extinguishers are not Required for Food Warmers)**
- Food preparation areas shall not obstruct the means of egress.
- The devices shall be isolated from the public by not less than 48 inches or by a barrier between the devices and the public
- Food heating and cooking devices shall be kept a horizontal distance of not less than 24 in. from any combustible material.
- “Flaming sword” or other equipment involving open flames and flamed dishes, such as cherries jubilee or crêpe suzette, may be used, provided that precautions subject to the approval of the Fire Marshal/Deputy Fire Marshal are taken.

PROHIBITED MATERIALS

The following items shall be prohibited from exhibit/exposition halls: (The Fire Marshal/Deputy Fire Marshal may allow limited use of the below materials under certain circumstances.)

- Compressed flammable gases
- Flammable or combustible liquids
- Hazardous chemicals or materials
- Class II or greater lasers, blasting agents, and explosives

AMBIANCE- WHAT ABOUT CANDLES?

- Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the Fire Marshal/Deputy Fire Marshal.
- Candle flames shall be protected with a glass globe or similar devices, so that the flame does not come in contact with any combustibles.

WHAT ABOUT DISPLAYING VEHICLES?

- Vehicles for Exhibits and Expositions require an inspection permit.
- All fuel tank openings shall be locked and/or sealed in an approved manner to prevent the escape of vapors (when feasible); fuel tanks shall not contain in excess of ¼ their capacity or contain in excess of 5 gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine and the disconnected battery cable shall then be taped.
- Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fueling or defueling of vehicles shall be prohibited.
- Display areas shall be previously approved by Engineering for load carrying capacity.
- Operation of small internal combustion engines is prohibited (approval may be granted by the Fire Marshal/Deputy Fire Marshal in unusual circumstances.)
- Vehicles shall not be moved during exhibit hours.
- Vehicles shall not be driven into the exhibition space unless prior approval has been obtained by the Fire Marshal/Deputy Fire Marshal.

WHAT IS THE MEANS OF EGRESS & HOW DO I COMPLY?

The following will give you guidelines for setting up an event, although not all inclusive, this should get you on your way. Remember, any questions give us a call at 860-396-6635.

Means of Egress: A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.



Exit Access: that portion of a means of egress that leads to an exit.



Exit: an exit is that portion of a means of egress that is separated from all other parts of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge, such as stairways.



Exit Discharge: That portion of a means of egress between the termination of an exit and a public way.

FOX TOWERS PREMIER BALLROOM FIRE DOORS

Around the perimeter of the Fox Towers Premier Ballroom, some doors are *special fire doors* which are in place to work with the fire alarm system and perform a special function. These fire doors should NEVER be physically blocked open by door chocks, wedges, chairs, etc. These doors have special door closing devices at the top of the door. These devices allow the door to be propped open without using any physical blocking material as mentioned previously. **Steps to block the door open correctly: (1) locate the small hole located on the door closing device (2) using a pen or other small cylindrical device, place the item in the hole and push. This will set the closer in a position where the door can be set in any various degrees of open. (3) To close the door just pull it closed, you will feel some resistance when doing so.**

If you discover a door that does not work, please report it the Engineering Department for repair.



Hole in closer

Life Safety Code

Means of Egress Reliability: “Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.”

Where the authority having jurisdiction finds the required path of travel to be obstructed by furniture or other movable objects, the authority shall be permitted to require that such objects be secured out of the way or shall be permitted to require that railings or other permanent barriers be installed to protect the path of travel against encroachment.



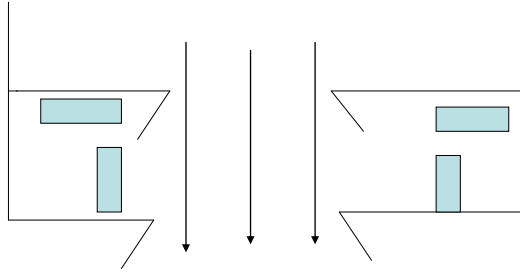
This is an obstructed means of egress.

Furnishings and Decorations in Means of Egress: “No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress there-from, or visibility thereof.”

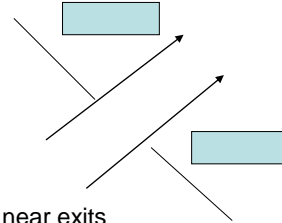
Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame – retardant treated to the satisfaction of the Fire Marshal/Deputy Fire Marshal.

Exhibits/Expositions: “No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit sign; nor shall any display block access to fire fighting equipment.”

Maintaining Exit Widths



When exiting is required through another area or set of doors, such as pre-function areas, ***The width of the exits must be maintained clear.***



When tables or other obstacles are near exits the same applies, they cannot encroach on the exit width.



Example

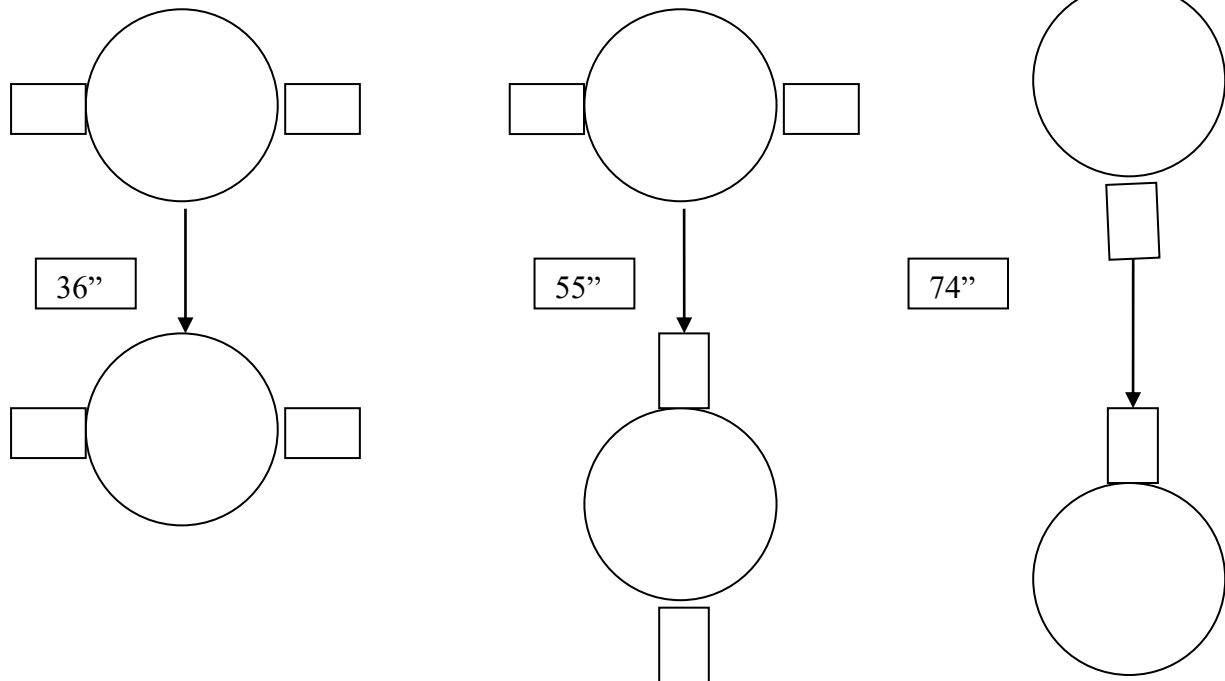
HOW DO I ARRANGE SEATING?



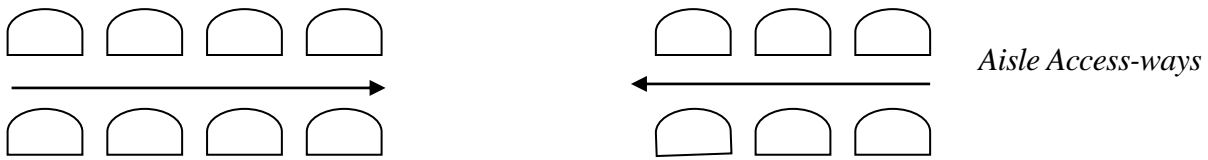
Seating: Seats set as *theater style seating* in assembly occupancies accommodating more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not less than three and not exceeding seven.

Unsecured Seats shall be permitted, provided that, in the area used for seating, excluding such areas as dance floors and stages, there is not more than one seat for each 15 Sq. Ft. of net floor area, and adequate aisles to reach exits are maintained at all times.

Seating At Tables Abutting An Aisle

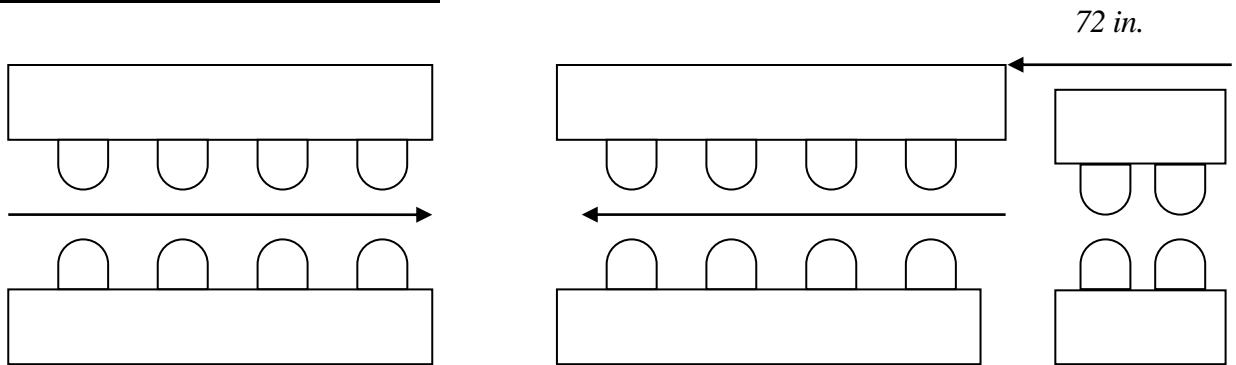


Aisles Access-ways Serving Seating Not at Tables:



- Aisle access-ways between rows shall not be less than 12 in.
- The 12 in. minimum clear width of aisle access-way between such rows shall be increased by 0.3 in. for every seat over a total of 14 but shall not be required to exceed 22 in.
- Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 360 in. in length from any seat to an aisle.
- For every seat over a total of 7 as mentioned previously, the minimum clear width shall be increased by 0.6 in.

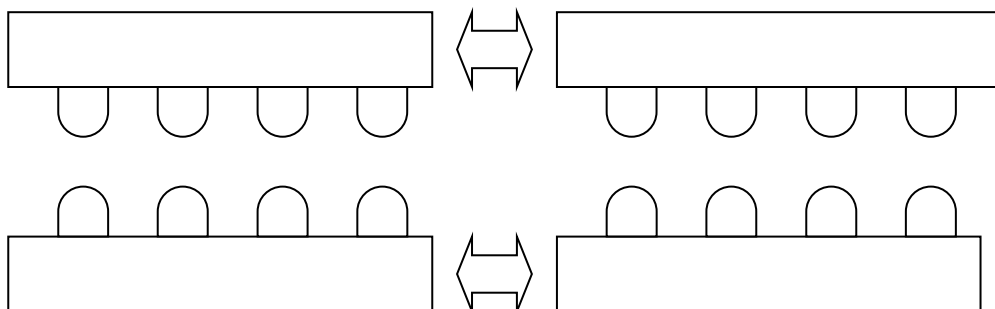
Aisle Access-ways Serving Seating at Tables:



- The required clear width of an aisle access-way shall not be less than 12 in.
- If used by no more than 4 persons, no minimum clear width shall be required for the portion of an aisle access-way having a length not exceeding 72 in. and located farthest from an aisle.

Aisles Serving Seating at Tables

*44 in aisle for more than 50 persons
36 in. for 50 or less*



Access and Egress Routes:

- Access and egress routes shall be maintained so that any individual is able to move without undue hindrance, on personal initiative and at any time, from an occupied position to the exits. And shall also be maintained so that Security, Crowd Control Managers and emergency medical personnel are able to reach any individual at any time without undue hindrance.

WHAT ABOUT DECORATIONS?

From the *UNIFORM FIRE CODE*:

- Natural cut trees are not allowed in places of assembly (restaurants, theaters) or hotels. *Balled live trees are allowed.*
 - Artificial vegetation and artificial Christmas trees shall be labeled or otherwise identified or certified by the manufacturer as being flame retardant or flame resistive
 - The flame resistance or flame retardance shall be demonstrated by each individual decorative vegetation item, including any decorative lighting, in an approved manner. This means that a sample of each display may have to be tested prior to the installation of the display.
 - Vegetation and Christmas trees shall not obstruct corridors, exit ways, or other means of egress.
 - Only listed electrical lights and wiring shall be used on natural or artificial combustible vegetation, artificial Christmas trees, or other similar decorations. If lights are used for decoration outside, the lights and the cords supplying power to the lights shall be listed for outside use.
 - Electrical lights shall be prohibited on metal artificial trees
 - Combustible vegetation shall not be located near heating vents.

WHAT ABOUT PRE APPROVED PLANS?

Some Exhibits and Expositions have pre-approved plans on file based on previous setups. Things such as Boxing Matches at the Fox or Grand Theaters and the use of the Gathering Space at the Museum seldom vary. Some require an inspection, depending on any changes made to original pre-approved plans.

SUMMARY

It's all about Life Safety.

At times special issues and or problems may arise that need to be evaluated for an exhibit or exposition to occur. Alternative systems, methods, or devices approved as equivalent by the Fire Marshal/Deputy Fire Marshal may be recognized as in compliance.

Should you require any additional information or have questions, please contact us.

WEB SITE

Visit Our Website for Additional Information: <http://govnet.mptn.org/Pages/GovNetWelcome.aspx>
Tribal Government Departments-Office of Public Safety

Emergency/Important Numbers

Emergency - 911
Fire Marshal 860-396-6658
Deputy Fire Marshal 860-396-6635
Duty Officer 860-396-6662
Fire Command Center 860-312-4392



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