



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

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 and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, inflatables, 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 Department. 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 TB133 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. A show 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, rice cookers, crock pots, chaffing dishes or popcorn wagons.**

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. Natural gas connections if provided shall be conducted by a licensed plumbing contractor.

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 Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire & Rescue. **All flammable or combustible aerosol containers, used for display purposes, must be empty.**

Hazardous Materials/Compressed Gas

Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire & Rescue. Hazardous materials are defined in the 2013 California Fire Code. **Natural gas connections shall be conducted by a licensed plumbing contractor.**

Open Flame

Describe the use on the Show Permit form. 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. **A permit is not required for the use of candles in a tradeshow (refer to candle section).**

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 diagram that includes a wet stamp from a California Licensed Structural Engineer. Provide the occupant load from the structural engineer on the Exhibitor Permit. 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.



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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:

- | | |
|---|---|
| <input type="checkbox"/> Flammable/Combustible Liquids/Aerosols | <input type="checkbox"/> 2-Story Booth (1 or more staircases) |
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Propane/Butane | <input type="checkbox"/> Other |

PLEASE PROVIDE PERMIT INFORMATION AS REQUESTED ON EXHIBITOR REQUIREMENTS:

Applicant's Signature _____ Date: _____

Fire Department Approval _____ Date: _____

FIRE SAFETY REQUIREMENTS: