



**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
201 S. Anaheim Blvd., #300  
Anaheim, CA 92805  
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tradeshowinspector@anaheim.net



## **NAMM SUPPLEMENTAL EXHIBITOR SPECIFICATIONS & REQUIREMENTS**

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

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### SECOND AND THIRD LEVEL MEETING ROOM REQUIREMENTS

Please contact NAMM at [tradeshowops@namm.org](mailto:tradeshowops@namm.org) for meeting room approval and lobby entrance units/display requirements. Approval required from NAMM prior to approval from Anaheim Fire & Rescue.

1. Fire rated doors shall not be propped open.
2. All check-in desks, display cases or exhibit structures located outside of meeting rooms must be approved by NAMM and Anaheim Fire & Rescue.
3. Displays, drape, truss, lighting and all other items shall be no higher than 16 feet in meeting rooms and a minimum of 18 inches below the ceiling in the lobby, including under-hangs inside and outside the room.
4. All fire alarm strobes, fire speakers, fire extinguishers, smoke detectors, fire signage and fire department equipment or connections shall not be concealed or obstructed by drape, hardwall, booths and/or column wraps or in any other manner.
5. No storage or food service is allowed in the second and third floor rear corridor passageways unless it is approved by Anaheim Fire & Rescue and the Anaheim Convention Center.
6. At no time shall exit doors be obstructed unless approved by Anaheim Fire & Rescue.
7. Scaled floor plans or all aisle widths and measurements shall be provided when drape, truss, display walls, performance areas, etc., are part of setup in meeting rooms. Usable square footage of performance area and setup shall be provided on the floor plan in order to obtain room capacity maximums.
8. A minimum of a three foot clearance is required at rear exit doors. This width may be increased based on occupancy.

### DECORATIVE MATERIAL, FURNITURE & SOUND BOOTHS

All drapes, fabrics, netting and materials that are used for booth separation are required to be flame retardant. Canopies, curtains, straw, hay, fabrics, foam and materials in sound booths and furniture are also required to be flame retardant.

A copy of the California State Fire Marshal Flameproof Certificate must be provided to Anaheim Fire & Rescue.

- If a California State Fire Marshal Flameproof Certificate is not provided, a sample of the material or product must be submitted to Anaheim Fire & Rescue for testing. If it is determined that the material or product is not flame retardant the materials shall be removed prior to show opening.
- Furniture in sprinklered areas shall meet Technical Bulletin 117 requirements. Furniture in non-sprinklered areas such as the Arena and Arena Lobby shall meet Technical Bulletin 117-2013 requirements. All furniture shall be tagged with the requirements from the manufacture.

### TWO-STORY BOOTHS WITH ONE OR MORE STAIRCASES

Submit booth diagrams that include a Stamp from a California Licensed Structural or Civil Engineer and a booth rendering that show doors, walls or room separations and setups on the upper levels. Provide on the Exhibitor Permit Form: 1) Live load per square foot, provided by engineer. 2) Square footage of the second floor or any floors above floor level. 3) The width of each staircase. Additional information and conditions may be required for booths with two 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.

### PERFORMANCE RELATED ACTIVITIES

1. **The use of pyrotechnics, open flame performances, special effects and Sparkular or cold spark effects is prohibited in booths or exhibits unless otherwise approved by NAMM, Anaheim Fire & Rescue and Anaheim Convention Center.** The use of haze or fog equipment requires approval from NAMM & Anaheim Convention Center. All atmospheric effects must be water based. Oil based haze or fog is prohibited. Use of atmospheric effects is only allowed during designated hours.
2. The use of CO<sub>2</sub>, nitrogen or any compressed gas requires an Exhibitor Permit from Anaheim Fire & Rescue.

**Please see the ANAHEIM FIRE & RESCUE EXHIBITOR REQUIREMENTS located in the Exhibitor Kit for additional requirements regarding two-story booths, decorative material, vehicles, booth storage and all other exhibitor information.**