



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



EXHIBITOR & EVENT SPECIFICATIONS & REQUIREMENTS

References: California Fire Code, California Building Code

Decorative Materials & Upholstered 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 counters/walls/furniture, bean bags, fur or carpeted wall, wood/rubber mulch and decorative materials that are used on sidewalls or backwalls of booth or for decorative purposes are required to be flame resistant. A copy of the California State Fire Marshal flame retardant certificate or documentation that meets a USA recognized fire standard for decorative material must be provided to Anaheim Fire & Rescue for review a minimum of 14 days prior to the show date. If approved documentation is not provided prior to show opening, the materials shall be removed. Upholstered furniture with foam padding, such as couches, ottomans, and armchairs shall meet TB 117-2013 flame retardant requirements. Logo banners, logo soft knit material, tablecloths used on tables and rugs or carpet that are used as floor coverings do not require flame retardant documentation.

Booth Construction

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 and fabric covered ceilings shall be flame retardant and a California State Fire Marshal flame resistant certificate shall be provided. Enclosed rooms with ceilings, including tents with sidewalls, shall have one smoke detector placed on the ceiling starting at 900 square feet and per every 900 square feet after.

- 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. An electrical contractor for the show shall provide power to each booth unless otherwise approved by Anaheim Fire & Rescue.

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. Contact the trade show inspector if there are columns with fire equipment or fire alarm devices in your booth space. A rendering of the setup of your booth space will be required.

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 in your booth or in storage rooms. No storage of any kind is allowed outside your booth space or on electrical wiring.

Cooking Appliances

Operation of any electrical cooking appliances (i.e. ovens, stoves, grills, hot plates, tabletop-deep fryers, skillets, etcetera) 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

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. Candles for banquets require a fee-based candle permit (contact the trade show inspector for additional information).

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Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display, shall have disconnected batteries and a maximum of ¼ 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. **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, requires 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, etcetera.**

THE FOLLOWING ITEMS REQUIRE AN EXHIBITOR PERMIT: Submit 21 days prior to the show date

Propane or Butane

Describe the use of propane or butane. Propane and Butane will be limited to two (2) 17-ounce containers per appliance.

Compressed Gases including 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.

- 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 and doesn't require a permit.

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 & Fireplaces

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. Fireplaces 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 (2) 13-ounce gel fuel cans per fireplace may be used. 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.

Two-Story Booths (One or More Staircases) – Plans are reviewed for fire & life safety requirements, not structural or ADA

compliance. Submit stamped drawings by a California Licensed Structural or Civil Engineer and a rendering of the entire booth space including any doors, walls or room separations or setups on the upper levels. Stamped drawings shall provide the following information: live load per square foot, square footage of the second floor (or any floor above floor level), the width of each staircase (walking tread). Additional information and conditions are required for booths with two (2) or more staircases. 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 on plans. Please contact trade show inspector 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 on-site inspection, the permit may be revoked.

Special Effects/Cold Spark Devices/Fireworks/Fire Performers

The use of pyrotechnics including cold spark devices in the State of California requires you to hire a licensed fireworks company to pull the permits from Anaheim Fire & Rescue. Special effects performances using flammable or combustible gas, including fire performers, require a fee-based permit. For more information, please contact trade show inspector.



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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:

- | | |
|---|--|
| ☐ Flammable/Combustible Liquids/Aerosols | 2-Story Booth |
| ☐ Open Flame (Sterno does not apply) | ☐ 1-Staircase ☐ 2 or more staircases |
| ☐ Compressed Gas or Liquid Nitrogen | ☐ Hazardous Materials |
| ☐ Propane/Butane | ☐ 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.