

FIRE & LIFE SAFETY REGULATIONS

(Notice: Smoking is prohibited in the Convention Center at all times.)

Exhibitors must comply with the following Fire and Life Safety Codes:

1. All exits, and access and visibility to them, must be kept clear and unobstructed. No drapes or banners shall be hung in such a manner as to cover any exit signs.
2. Fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones must be visible and accessible at all times.
3. During installation and dismantle, "FREIGHT-FREE AISLES" must be maintained and kept clear at all times. Exhibit crates, boxes and cartons cannot be placed in these aisles. The purpose is for emergency access to fire alarms, fire hoses, fire extinguishers and life support equipment as quickly as possible.
4. All decorative and construction material must be of non-combustibles or flame-resistant/fire retardant materials or treated with a solution to make the material flame-resistant.
5. All curtains, carpet, drapery and decorative materials must be non-combustible or flame-resistant/fire retardant materials. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material.
6. Combustible materials, merchandise, signs, etc. shall not be attached to, hung on or from, or draped over booth equipment or tables and must be a minimum of 3 feet from any lighting.
7. No packing containers, wrapping materials, nor display materials may be stored under tables or behind booths; this material must be placed in storage.
8. All internal-combustion, engine-driven vehicles or equipment on display must have fuel filler caps locked or taped, and batteries disconnected with cables taped. No more than 10 gallons or one-half tank of fuel is allowed, whichever is less. Nothing may be stored beneath vehicles. Vehicle keys must remain within the building at all times (Location of keys should be coordinated with TCC Security Director and CSM). The floorplan of display area must be submitted at least 21 days prior to move-in for the Fire Marshal's approval.
9. Use, display or storage of liquefied petroleum gas within the building is prohibited.
10. Compressed gas cylinders are prohibited, unless approved by Fire Marshal. Cylinders must be secured in an upright position.
11. Combustible or flammable liquids may not be used or brought into the building without Fire Marshal prior approval.
12. Use of two-wire extension cords is prohibited. Multiple outlets and electric cords must be grounded, may not exceed their listed amperage rating, and must be #14 minimum AWG copper wire.

13. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
14. Electrical equipment must be installed, operated, and maintained in a manner that does not create a hazard to life or property.
15. All temporary electric wiring must be accessible and free from debris and storage materials. Hard-backed booths must be at least 9 inches away from the rear booth line; 18 inches between back-to-back hard walls.
16. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors with exterior alarms and class 2A-10BC fire extinguishers. No storage is allowed in these areas.
17. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.
18. Helium-filled balloons are not allowed for EDspaces in the Convention Facilities.
19. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

20. EXHIBIT STRUCTURES

- A. All exhibit structures must be made of flame retardant materials treated to be non-flammable and all construction must meet Local, State, and Federally mandated codes.
- B. Upper decks, ceilings, or canopied areas must be limited to dimensions which do not exceed 1000 sq. ft. in floor area and may not exceed the allowable height limitations for exhibit displays.
- C. Upper decks, ceilings, or covered areas (including tents) over 900 sq. ft. requires a permit from the Fire Marshal.
- D. Upper decks, ceilings, or covered areas (including tents) must be furnished with a 2A-10BC fire extinguisher and an acceptable smoke detector which emits an audible alarm outside of the enclosed, or covered area. Operation of smoke detectors must be verified after installation.

21. ENCLOSED AND TWO STORY EXHIBITS

Enclosed and/or two-story exhibits are allowed if the Exhibitor receives a permit from the Fire Marshal and adheres to the following guidelines:

- A. Enclosed areas of the booth (closets, offices, storage areas, etc.) are required to be equipped with functioning smoke detectors within the enclosed area that can be heard outside the enclosed area.
- B. Multiple story booths must have a smoke detector on the ceiling of the first level. For every 100 net square feet of booth space covered by a second floor, a smoke detector and one Class 2A-10BC type fire extinguisher must be readily available in unobstructed view.
- C. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits and at a minimum of 36" wide. An occupant load sign is required. Spiral stairways are not allowed. Regular stairways must be at least 36" wide and have a handrail.

- D. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
- E. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
- F. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.
- G. The exhibitor shall comply in all respects with all applicable local fire and building codes and shall secure any and all local licenses or other approvals and submit them all to the Event Coordinator 60 days prior to the event.
- H. Upper deck areas which are greater than 300 sq. ft., or which contain more than 9 persons, require at least two separate, remote means of egress a minimum of 36" wide. An occupant load sign is required. Spiral stairways are not allowed. Regular stairways must be at least 36" wide and have a handrail.
- I. Upper deck rooms or other upper level areas may not have additional ceilings, roofs or covers installed for any purpose.
- J. A fire watch might be required by the Fire Marshal.

22. Hazardous Materials:

- A. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
- B. All hazardous materials require Fire Marshal approval.
- C. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

Questions about the above regulations, all documentation, and all requests for approvals and/or permits must be directed to Tampa Convention Center, Attention:

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