

NORTHWEST EVENT SHOW 2016

FIRE REGULATIONS

Effective January 1, 2009, the following items are required by the Seattle Fire Marshall's Office for booths at trade shows or items otherwise used for display within the City of Seattle limits.

FLAME PROOFING

All decorations, drapes, signs, banners, plastic displays, split bamboo, items such as carpeting, artificial turf used in the vertical position, combustibles, etc. within 18 inches of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame retardant. Curtains, drapes, hangings and other decorative materials suspended from walls or ceilings must be flame resistant. Rent drape, linens, specialty linens from the show decorator, PEDCO, or a reputable rental company who can *provide you with a certificate of flame resistance*.

LIMITED FABRIC TREATMENT DAY OF THE SHOW @ \$35/ITEM

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance for the item must be left in the booth when the vendor does not occupy it. The Certificate of Flame Resistance must indicate the item meets the requirements of either National Fire Protection Association 701 (NFPA 701) and /or the State of California Fire Marshall approved standard for flame proofing. (Note: Certificates of Flame Resistance are valid for one (1) year after which time they must be renewed. Unless the certificate shows an expiration date stating otherwise or indicates the treatment cannot be removed when laundered.)
2. A tag or label affixed to the item indicating it meets either the NFPA 701 and/or The State of California Fire Marshall approved standard for flame proofing.
3. Only certificates from a third party certifier or manufacturer of the product(s) are acceptable. Treating the item(s) yourself shall no longer be acceptable.

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such backing material that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed. Material used for outdoor ground coverings, such as beauty bark or shredded tires, that is located within 18 inches of ignition sources must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant, or it must be removed.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited. Items which are not accompanied by a valid Certificate of Flame Resistance shall be removed. If the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth may be closed!

COMBUSTIBLE STORAGE

Combustible storage – repacking material, etc.— is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small

amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshall's Office.

No lit candles or unapproved open flame will be allowed in any booth at any time.

BOOTH AND DISPLAYS

1. Do not encroach on aisles that border your booth.
2. Fire Extinguishers, Hose Cabinets, Fire Exits or Fire Alarms cannot be blocked or covered.
3. Storage in your booth is acceptable as follows:
 - a. Boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show.
 - b. All areas are inspected periodically.
 - c. Boxed brochures, product and sales material storage may be allowed if kept orderly and not 1 stored behind pipe and drape.
4. There is no smoking in the Exhibition Center.

EXTENSION CORDS AND PLUGS

1. All extension cords must be a minimum of 14 gauge, 3 wire and grounded.
 - a. Use ties or cable clamps when running cord.
 - b. Lightweight extension cords or "zip cords" may not be used.
2. Breaker (Power) strips are approved for additional outlet plugs.
 - a. Cube tabs are not allowed.
 - b. Power strips cannot be "daisy chained"
3. Cords, plugs and strips must have UL labeling.

SPECIAL PERMIT SITUATIONS

1. Tents, Canopies, awnings or coverings over a booth require a separate permit when greater than 200 square feet (10'x20'). If you plan on having a tent or fabric covering your booth, you must first have approval from show management. You will also be required to have a smoke detector and 2A 10BC Fire Extinguisher in your booth.
2. Open Flames
 - a. A fire extinguisher is required for any open flame.
 - b. Sterno and 8 oz. Butane cook tops do not require a permit.
3. Out of the ordinary products may require a permit for demonstration. Ask the Fire Marshall.

PORTABLE FIRE EXTINGUISHERS

1. It is highly recommended that you have a fire extinguisher for your exhibit. Depending on your exhibit's content, the Fire Marshall may require that you have one.
2. Your fire extinguisher must have a UL rating. A 2A 10BC rating is suggested.
3. Your extinguisher must be inspected and serviced annually.

VEHICLE DISPLAYS REQUIREMENTS

1. Maximum Fuel: . of a tank or 5 gallons whichever is less.
2. All gas covers shall be taped or have a locking type gas cap.
3. Battery cables shall be disconnected and taped.
4. Vehicles with no fuel gauge or with a broken fuel gauge shall not be allowed on the event floor, unless a representative of the Fire Marshall's office gives prior approval.

Permits or Questions? Call the Fire Marshalls' Office at 206-386-1450 or visit <http://www.cityofseattle.net/fire/fmo/specialevents/sehome.htm>