

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.
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 curtains, carpet, drapery and decorative material must be of fire retardant materials.
5. 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.
6. No packing containers, wrapping materials, nor display materials may be stored under tables or behind booths; this material must be placed in storage.
7. 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 one-fourth tank of fuel or 5 U.S. gallons, whichever is less, is allowed and nothing may be stored beneath vehicles.
8. Use of liquefied petroleum gas within the building is prohibited.
9. Compressed gas cylinders are prohibited, unless approved by Fire Marshal. Cylinders must be secured in an upright position.
10. Combustible or flammable liquids may not be used or brought into the building without Fire Marshal prior approval.
11. 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.
12. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
13. 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.
14. Areas enclosed by solid walls and ceilings or covered areas must be provided with approved audible smoke detectors with exterior alarms and class 2A-10BC fire extinguishers. No storage is allowed in these areas.
15. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.
16. Helium-filled balloons are not allowed in the Convention Facilities.

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17. TWO STORY EXHIBITS AND EXHIBIT STRUCTURES

- A. Two-story and covered exhibits/canopies are allowed if the Exhibitor files documentation with the Convention Center's Event Coordinator that the structure conforms to the current Uniform Building Code pertaining to live loads. Documentation can be assembly drawings with the seal of a registered structural engineer or certified architect and must be accompanied by a letter from the engineer or architect stating said conformance to safety. A permit is required. Note #11 and #12 from the Phoenix Fire Department, following.
- B. 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. The data specification label must be permanently attached to the fabric.
- C. 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. Upper deck rooms or other upper level areas may not have additional ceilings, roofs or covers installed for any purpose.
- D. Upper decks, ceilings, or covered areas 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.
- E. Upper deck areas which are greater than 200 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.
- F. Spiral stairways are not allowed. Regular stairways must be at least 36" wide and have a handrail.
- G. A fire watch might be required by the Fire Marshal.

19. ENCLOSED ROOMS WITHIN THE BOOTH AREA

- A. Areas enclosed by solid walls with ceiling must have external venting and an operating smoke detector within the room, inter-connected to an alarm outside the room that can be heard outside the room. A Class 2A-10BC fire extinguisher must also be provided along with an emergency lighting source (i.e. battery powered).
- B. An "automatic extinguishing system" must protect single level booths greater than 300 square feet and covered with a ceiling.
- C. A single exhibit or group of exhibits with ceilings that DO NOT require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet.

Questions about the above regulations, all documentation, and all requests for approvals and/or permits must be directed to PCC Event Services Department, Attention:

Roxanne Williams
Event Manager
Phoenix Convention Center
100 N. 3rd St.
Phoenix, AZ 85004
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Direct 602.256.4229 | Fax 602.744.2935



PHOENIX FIRE DEPARTMENT AND PHOENIX CONVENTION CENTER

Dear Show Managers and Exhibitors:

The Phoenix Fire Department and the Phoenix Convention Center have created this Fire and Life Safety Regulations handout to assist you in the planning, setup, and operation of your event and/or exhibition. This handout is designed to cover some of the most common fire and life safety issues that you may encounter with your event and/or exhibition. This regulation handout is not a complete list of all relevant code requirements, therefore, if you have any questions, please contact Debbie Munson with the Phoenix Fire Department at (602) 495-5774.

GENERAL REQUIREMENTS:

1. The trade show/exhibition shall be set up per the plans approved by the Fire Department.
2. ALL EXHIBIT CONSTRUCTION AND DECORATION MATERIAL shall be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant are prohibited. Vertical carpet is also prohibited unless it is flame retardant. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701.
3. Plywood less than 1/4" in thickness shall be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
4. Exits and aisles shall be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc.
5. A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles. **NOTE:** If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.
6. Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.
7. Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the building or inside an approved storage area.
8. All ordinary combustible freight storage in the lower truck docks shall be limited to 12" in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
9. Operational single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e. recreational vehicles, mobile homes, tents, trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
10. Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.
11. Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed



and approved by the Phoenix Fire Department and the building Safety Department prior to setup in the facility.

12. Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
13. Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal.
14. Aisles shall be a minimum ten (10) feet wide in the exhibit hall and eight (8) feet wide in meeting rooms. **NOTE:** This width may be increased based upon the show type and setup.
15. Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall the doors be obstructed from self-closing.

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:

1. All fuel tank fill caps shall be self sealing or taped in an approved manner to prevent the escape of vapors.
2. Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
3. Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
4. The "hot lead" battery cable shall be removed from the main battery while the vehicle is on display in the building. The disconnected battery cable shall be taped to prevent a short.
5. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
6. CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.
7. RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
8. It may be necessary to move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be on site for all vehicles.
9. Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

COOKING AND WARMING DEVICES:

All cooking and warming shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

1. Cooking and warming devices shall be isolated from the public by placing the devices a minimum 48 inches from the public accessible area or provide a three (3) sided 16 inch tall fire rated Plexiglas shield between the public and the device(s).
2. Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
3. The table surface holding the cooking or warming device shall be of non-combustible material.
4. A minimum of two (2) feet shall be provided between devices.
5. Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
6. A 2A-10BC rated fire extinguisher or an approved automatic extinguishing system shall be provided within each booth utilizing cooking or warming devices. The fire extinguisher shall be within 30 feet of the cooking or warming devices.



7. A wet chemical type "K" fire extinguisher shall be located within 30 feet of any cooking device that utilizes an animal or vegetable based oil.
8. Butane burners are allowed provided that the following are met:
 - a. The cylinder(s) and appliances shall be listed.
 - b. Appliances shall not have more than two (2) 10 ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.

ELECTRICAL:

Non-grounded two (2) wire 110v extension cords are **NOT** permitted.

1. Extension cords shall not be run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
2. There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
3. Halogen and other high intensity lighting shall have the guards in place over the lens/glass.
4. All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
5. All electric cords in the path of travel shall be taped down to prevent tripping.
6. All electric devices shall be listed by a nationally recognized laboratory, i.e., UL, FM.
7. Placement of cables along floors, aisle ways, doorways or other areas that can create a trip hazard or prohibit accessibility is prohibited.

HAZARDOUS MATERIALS:

Material Safety Data Sheets (MSDS) are required to be on-site and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED**:

1. Flammable compressed gases, such as acetylene.
2. Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids allowed in section LIQUID AND GAS FUELED VEHICLES.
3. Pool chemicals, pesticides, corrosives, herbicides, poisons, and other such products.
4. Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
5. Cryogenics (i.e. liquid nitrogen, liquid oxygen), unless approved by the Fire Marshal.

PROPANE (LPG) POWERED EQUIPMENT AND CYLINDERS:

Propane (LPG) powered equipment and cylinders in the Phoenix Convention Center and Stages shall comply with the following

1. At no time shall cylinders, not attached to a piece of equipment, be stored in the building. The building shall include the lower loading docks and truck ramps. This applies to empty,



partially empty, and full cylinders. Cylinders shall be stored outside in an approved location.

2. At no time shall a single cylinder exceed 45 lb (20 kg) LP Gas capacity.
3. The number of cylinders attached to a piece of equipment shall not exceed two (2) cylinders.
4. When the equipment is not in use, the cylinder shut-off valve(s) shall be closed.
5. Stored equipment with cylinders attached shall be separated from the public by a minimum one hour fire rated wall.
6. Cylinders used on equipment shall have fully operational pressure relief valves. The valves shall be replaced by a new or unused valve within twelve (12) years of the date of manufacture of the cylinder and every ten (10) years thereafter. The Phoenix Fire Department and the Phoenix Convention Center have the right to inspect the cylinders and deny their use in the facility.
7. Cylinders may be exchanged indoors provided one of the following is met to minimize the release of fuel:
 - a. Using an approved quick-closing coupling in the fuel line
 - b. Closing the shut-off valve at the cylinder and allowing the engine to run until the fuel in the line is exhausted

OPEN FLAME DEVICES:

Open flame devices are prohibited with the exception of the following:

1. Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
2. Items reviewed and approved by the Fire Marshal
3. Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30 feet.

SPECIAL PERMITS:

1. Tents over 400 square feet that are erected on the Phoenix Convention Center property.
2. Outdoor or indoor pyrotechnic events. Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to obtain a permit and to conduct an approved display or show.
3. Class 2 and greater type lasers require a permit from the Arizona Radiation Regulatory Agency (<http://www.arra.state.az.us>).
4. Any other required Phoenix Fire Department and Phoenix Development Services Department permits.

FIRE WATCH:

A fire watch, in accordance with the Phoenix Fire Code, shall be in place during the following conditions:

1. Any time fog, smoke or haze is used.
2. Any time pyrotechnic effects are used.
3. The fire alarm is in a modified mode.
4. When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants a fire watch.