

**Approval Required:** Tents have an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Boulder City Fire Department. Note: Vendors erecting multiple permitted structures will be allowed to obtain a cluster (consisting of five structures) permit. A \$77 fee will be assessed for all individual & cluster permits. Show Management will add ALL exhibitors to their existing Fire Permit. In order to comply with the new regulations; each exhibitor **MUST fill out the form on page 5** and send to [Jamie Kelley Greene](#). Any exhibitor that chooses NOT to comply will have to obtain their own fire permit OR shut down their operation!

**Exhibitor Information must be provided to Show Management prior to August 29, 2014:**

Tents and or Canopy:

- Dimensions of Tent(s)
- Will the tent be enclosed/have sides? How many sides?
- Vendors utilizing a commercial tent company must provide the name and contact number of the representative who will be on site during the inspection period.
- **Each exhibiting company with a tent/structure MUST show proof of a 5 LB ABC Fire extinguisher. NO EXCEPTIONS!**

Cooking activities inside exhibit space:

- Do you plan on cooking inside your exhibit space? If so, what sort of cooking equipment will be used?
- What type of food/drinks will you be serving? How do you plan on serving items (on a plate, in a cup, etc.)?
- Will there be flammable liquids in your area?
- Will you be using a generator(s)? If so, what type of generator?

Tents and Canopies definition:

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

In addition to the above information; all commercial tent vendors must provide, at least 10 days in advance, a normal tent permit submittal to the Boulder City Fire Department. Although there will not be a fee associated with the submittal; the review should make the installation process more efficient. Note: non-compliant commercial tents will be subject to re-inspection fees.

**Please fill out the form on the following page and submit to Jamie Kelley (fax: 949/606-9091 or email: [Jamie.kelley@emeraldexpo.com](mailto:Jamie.kelley@emeraldexpo.com))**

