

ATTACHMENT B

FIRE CODE REQUIREMENTS FOR EXHIBITS AND SPECIAL EVENTS

DALLAS FIRE-RESCUE DEPARTMENT

Inspection and Life Safety Education Division – Special Events Section
1551 Baylor Street, Suite 400, Dallas, Texas 75226
Telephone: (214)670-4319 Fax (214)670-4324

Fire Code Requirements for Exhibits and Special Events

This section provides some of the basic regulations governing the operation of Exhibits and Special Events. Additional regulations for exhibitors can be found in the KBHCCD Exhibitor Policies, which can be obtained through your Event Coordinator. If you have a particular question or concern, please contact the Dallas Fire Marshal's office at 214-653-7970 and/or your Event Coordinator. The initial inspection and first re-inspection are conducted at no charge. The second re-inspection is subject to a \$100.00 fee, with all re-inspections thereafter, subject to a \$105.00 fee.

Plans

1. Final detailed floor plans must be submitted to Inspection and Life Safety Education Division – Special Events Section at least a minimum of **fifteen (15) days prior to the move-in of your event**. It is not necessary to show the details of individual booths. However, all tents must be shown on the floor plan. The plans should include:
 - Layout: exhibits and building areas in use
 - Lobby displays and registration areas
 - Concessions areas and main catering set-up
 - Exits: marked aisles and exits
 - Fire extinguisher equipment: location and nature
 - Dates: move-in, move-out and times open to the public
 - Contacts: persons' names and telephone numbers
 - Structures inside building: Detailed plans must be submitted 15 days prior to event move-in
 - Includes pop up tents (10 x 10 and tents up to 300 sq. feet). (See TENTS below for special requirements for tents 101 to 300 sq. feet in size
 - Includes all covered structures, awnings and trailers over 4-feet wide
 - Vehicles: type and number with diagram of placement
2. If a tent is to be erected outside, plans showing the details of the tent placement must be submitted to Inspection and Life Safety Education Division-Special Events Section at least a minimum of fifteen (15) days prior to the move-in of your event.
3. Certification of flame resistance shall be provided for tents, awnings, drapes, table skirts and decorative materials.

Tents

1. 10x10 or 100 sq. foot tents are allowed. The tents must be designated on the floor plan.
2. Tents 101 – 300 sq. feet in size must be shown on the floor plan and will be allowed with the following requirements:
 - A smoke alarm must be installed in each tent
 - A 2A-10BC type fire extinguisher must be located in each tent
3. Distance between tents:
 - Tents placed next to each other (side-by-side or back-to-back along a drape line) that have an aggregate sq. footage of 300 sq. feet must have a distance of at least 30 feet between the next structure or tent.
 - Tents 300 sq. feet in size must have a distance of at least 30 feet between the tent and the next structure or tent.
4. All tents must be open on at least three (3) sides.
5. Tents larger than 300 sq. feet will be evaluated on a case by case basis. Detailed plans will need to be provided. Please contact the Special Events Section of Dallas Fire Rescue to discuss your situation.
6. Storage of combustible materials must be limited to one (1) day's usage.
7. Vehicles will not be allowed to be stored under tents.

Permits

1. A tent permit from the Fire Marshal is required for:
 - Indoor tents 400 square feet or larger
 - Outdoor tents 700 square feet or larger without sides
 - Outdoor tents 400 square feet or larger with sides
2. Call the Special Events Section to obtain information and tent permit requirements.
3. Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal. The allowable tank size is 5 pounds or less of Liquid Petroleum Gas.
4. Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
5. Special effects materials, pyrotechnics and fireworks must be approved by the Fire Marshal.
6. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may be required. Please contact the Special Events Section for more information.

Trailers

1. Display trailers must have one smoke alarm installed inside the trailer for every 100 sq. feet of display space.
2. One (1) twenty (20) pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
3. Storage of combustible materials must be limited to one (1) day's usage.

Fire Access

1. Fire lanes shall not be obstructed or barricaded at any time in any manner.
2. Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant.

Two-Story Booths

Any exhibitor planning to utilize a two-story booth shall adhere to the following guidelines:

1. The exhibitor must submit two (2) accurately scaled floor plans and two (2) lists of materials to be used in the construction (supplied by a licensed architect and/or structural engineer) to the Dallas Fire-Rescue Department, Inspection and Life Safety Division – Special events Section by mail or fax sixty (60) days prior to the event.
2. The exhibitor shall comply in all aspects 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 sixty (60) days prior to the event.
3. An independent automatic fire suppression system must be provided for the inside of the first floor, or an equivalency.
4. The equivalency required may be one or more of the following:
 - For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
 - One (1) twenty (20) pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
 - Enclosed areas of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
 - The smoke alarms must be tied to a strobe/horn on the outside of the structure.
 - A Fire Watch provided by the Dallas Fire-Rescue Department (DFD Fire Inspector currently \$60 per hour during regular business hours and \$70 per hour before or after regular business hours) may be required during show hours or any time the booth is occupied.
 - Fire Watch placement and number if inspectors on-site will be based on overall event floor plan, and determined by the Fire Marshal.

Exits

1. Exit doors shall be maintained in proper working order and unlocked at all times when the building is occupied. Exit doors shall not be blocked or obstructed from inside or outside of building by vehicles, barricades, etc.
2. Exit ways shall be kept clear of obstruction at all times with adequate aisle widths provided.
3. Curtains, drapes or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose cabinets, standpipes, fire extinguishers, or any life safety equipment at any time.

Fire Alarm/Detection Systems

1. Fire detection equipment must be operable at all times and serviced and tagged annually.
2. Fire suppression systems must be operable at all times and serviced and tagged annually.
3. Fire Watch personnel provided by the Dallas Fire-Rescue Department (\$60 per hour during regular business hours and \$70 per hour before or after regular business hours) may be required at the discretion of the Fire Marshal.

Sources of Ignition

1. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
2. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
3. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin; otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
4. Sawdust and shavings shall be maintained flameproof at all times, by wetting down each day.
5. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
6. Use or demonstration of equipment using liquid fuel inside of the building is prohibited.

Fire Extinguishers

1. Typically, a 2A-10BC rated fire extinguisher shall be provided for each booth, display, stage, concession or internal combustion power source within 75 feet of travel or every 3,000 square feet of floor space.
2. A class K rated fire extinguisher shall be provided within 30 feet of food processing equipment that produces grease-laden vapors.

Equipment

1. Compressed gas cylinders shall be secured to prevent from falling or being knocked over.
2. Heating devices shall be installed in accordance with the Building and Mechanical Code. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
3. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing codes, and shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.

Display of Vehicles using Flammable Fuels inside a Building:

Automobiles, Trucks, Tractors, and Other Vehicles

1. Fuel tanks shall contain no more than one-quarter tank or 5 gallons of fuel (whichever is the least). All Vehicles must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
4. Gas Caps must be locked or sealed (taped) closed

Boats or Jet Ski's

1. Fuel tanks shall be completely empty. All fuel tanks shall be locked or effectively sealed. All boats must be approved and tagged by the Fire Marshal before they can be placed inside the building.
2. Battery cables shall be disconnected from the ignition system.
3. A jet ski that has held fuel prior to display must adhere to the same regulations.
4. A boat or jet ski directly from the factory and has never held fuel is not subject to these regulations.

Aircraft

1. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR) subject to the following conditions.
 - At least 15 days prior to the start of the event, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
 - A member of show management shall be present during move-in to assist the Fire Marshal.
 - Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival/departure time(s).
 - The aircraft landing area shall be cordoned off.
2. The power source on each aircraft shall be disconnected.
3. The fuel filter caps on each aircraft shall be locked or covered with duct tape. Fuel tanks on aircraft that are not flown to the display site shall be empty.
4. All aircraft must be approved and tagged by the Fire Marshal before they can be placed in the building.
5. Approved fire extinguishing equipment shall be provided in areas designated by the Fire Marshal.
6. Aircraft defueling/fueling shall be subject, but not necessarily limited to the following provisions:
 - Defueling/fueling operations shall be conducted a minimum of 50 feet from any building. The defueling/fueling area shall be cordoned off.

Aircraft, cont'd

- Defueling/fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
 - A grounding cable shall connect the dispensing unit (fueling truck) to aground. A grounding cable shall connect the aircraft to the ground.
 - A bonding cable shall connect the dispensing unit to the aircraft.
- The defueling/fueling area shall be approved by the Fire Marshal prior to beginning defueling/fueling operations. All aircraft defueling/fueling operations shall be restricted to this area only.
- Aircraft heaters shall not be operated during defueling/fueling operations. No source of ignition shall be within 50 feet of the defueling/fueling area.
- Approved fire-extinguishing equipment shall be provided in the defueling/fueling area.
- "NO SMOKING" signs shall be posted throughout, and within 50 feet of the defueling/fueling area.