



**MINIMUM REQUIREMENTS
FOR SINGLE LEVEL COVERED EXHIBITS OR MULTI-LEVEL EXHIBITS**

1. Plans shall indicate if exhibit is multi-level or is covered with a ceiling.
2. No multi-level exhibit or exhibit covered with a ceiling shall be greater than **300** square feet, unless it is protected by an automatic sprinkler system as per NFPA 101 (Life Safety Code).
3. No multi-level exhibit shall be greater than **two** levels.
4. All multi-level exhibits must have a UL approved battery powered smoke detector within the exhibit area on each level, that emits alarms audible outside the enclosed or covered area.
5. All multi-level exhibits with closed sides must have electrical powered ventilation for 1st and 2nd level producing a minimum of 1200 cfms.
6. All multi-level exhibits shall have at least a 4A:40BC rated fire extinguishers as per NFPA 10 guidelines.
7. All single level covered exhibits or multi-level exhibits which are **not** protected by an automatic sprinkler system, shall in addition to the previous stated requirements, also provide a **N.O.F.D. FIRE WATCH** when the exhibits are greater than **300** square feet. (The number of fire watch personnel shall be determined by the New Orleans Fire Department for each show.)

In addition to the requirements enumerated above, all exhibits must adhere to National Fire Protection Association 101 (2003 Life Safety Code,), Section 12.7.4.3 and all other applicable codes and standards relative to exhibits.



ENCLOSED MULTI-LEVEL FLOOR PLAN REPORTING FORM

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must **submit** this form with a floor plan.

Exhibiting Company _____

Address _____ City / State / Zip _____

Contact Person _____

Phone No. _____ Fax No. _____

Booth Number _____ Booth Dimensions _____ x _____ = _____ sq. ft.

Type of Booth: Ⓢ Peninsula Ⓢ Island

Height of tallest piece of display material or equipment _____.

Occupancy limit for enclosed area or second level _____ people.

Square footage of enclosed area or second level _____ sq. ft.

Number of exits _____.

Number of smoke detectors _____.

Number and type of fire extinguisher(s) _____.

VERY IMPORTANT: Attach a copy of the floor plan with a professional engineers stamp of certification to this form.

Submit this form with floor plans to:

Dana Risinger
Assistant Director of Public Safety
900 Convention Center Blvd
New Orleans, La. 70130

AND

Inspector Tom St. Germain
New Orleans Fire Department
317 Decatur St.
New Orleans, La. 70130