



Convention Center Policy on Canopies, Ceilings, Towers, and Multi-Level Exhibits

Canopies and Ceilings:

A canopy is defined as an exhibit component supported over an exhibitor's assigned booth space for decorative or functional purposes.

1. Canopies, false ceilings, umbrellas and canopy frames will comply with all line-of-sight requirements.
2. Canopies may not be lower than 7 ft. from the floor and within 5 ft. of any aisle.

Towers: A tower is defined as a free-standing exhibit component separate from the main exhibit feature. All towers are subject to the line-of-sight restrictions applicable to the type of exhibit space configuration being used.

Multi-Level Exhibit:

A multi-level exhibit is defined as an exhibit booth where the display feature includes two or more levels.

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters are permitted in the exhibit halls providing they meet the following minimum life safety requirements:

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closet(s) built into the exhibit.
- Each enclosed or covered area must have a porous roof or cover so that the Center's sprinkler system can operate.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 3A40BC.

The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of 25 persons. The maximum occupancy must be posted.

- There must be at least two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.
- A fire prevention attendant who has been trained to operate fire extinguishers must be on duty at all times that the exhibit hall is closed, from the time that the enclosure is completed until the time that the enclosure is dismantled.

Blue Prints:

Blueprints must be certified and sealed by a licensed structural engineer or licensed architect. Plans will be reviewed by the Convention Center and the DC Fire Department Fire Prevention Division for approval.

- Exhibits may not be installed without approval. The DC Fire Prevention Division has the authority to stop work and prohibit occupancy of booths that are not in compliance. Engineer Stamped blueprints to the ASCRS-ASOA Exhibits Manager by February 23, 2018.