



Requirements for Covered Assembly Areas (Including Multi-Level Exhibit Booths)

Exhibit booths that are multi-level or which contain covered assembly areas such as conference areas or theatres are permitted in Halls A, B, C, D, and E only and must meet the following minimum requirements:

- Exhibit booths and exhibits may not be installed without the prior approval of Events DC and the Fire Prevention Division of the District of Columbia Fire & EMS Department (DCFEMS). Events DC and DCFEMS may stop work on any exhibit booth and prohibit the use or occupancy of any booth that is not in compliance with Events DC's policies or District fire regulations.
- Three (3) copies of the exhibit plan must be submitted to Events DC at least forty-five (45) days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by Events DC and DCFEMS.
- The exhibit booth must be constructed entirely of flame-retardant materials. This means that *all* materials used for decorating, including drapes, curtains, table coverings, skirts, carpeting and any other materials, must be made of flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by DCFEMS. Fire retardancy certificates for the materials must be kept on-site and available for inspection by the Fire Marshal and Events DC.
- Each enclosed or covered area of the exhibit booth, including built-in storage closets, must contain an audible smoke detector.
- Each enclosed or covered area of the exhibit booth must contain a charged, working fire extinguisher with a minimum rating of 3A:40-B:C. The fire extinguisher must be conspicuously mounted near the exits, be clearly labeled as a fire extinguisher, and be accessible (i.e., remain unobstructed) at all times.
- The material covering above an exhibit booth must allow penetration by the Convention Center's sprinkler system.
- Stairs shall be a minimum of three feet (3') wide and have handrails or guards on both sides. Spiral stairs, winders and alternating treads on stairways are prohibited.
- There must be at least two means of egress from each load-bearing area exceeding 400 square feet in a multi-level exhibit booth and from each covered assembly area exceeding 400 square feet.
- The maximum travel distance from the most remote point in the exhibit booth to the booth exit may not exceed 50 feet.



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- The maximum occupancy of the load-bearing area(s) in a multi-level exhibit booth is one person per fifteen square feet of floor space, not to exceed a total of twenty-five persons. Signage announcing maximum occupancy (or total permitted weight load of the second level) of a multi-level exhibit booth must be conspicuously posted at the bottom of the stairway.
- 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 the exhibit booth is assembled until it is dismantled.
- Multi-level plans exhibit booth plans used for prior events must be resubmitted for approval for the current event.
- Booth plans shall include detail construction of the exhibits as well as equipment that will be placed on the upper level of a multi-level exhibition booth.



Multi-Level Booth Form

Show Name:	
Dates:	
Exhibiting Company:	
Assigned Booth Number + Hall Location (ABC or DE):	
Exhibitor-Appointed Contractor (EAC):	
EAC Key Contact Name + Email / Phone:	
Square Footage of Upper Deck:	

Plans must be certified and sealed by a licensed structural engineer or licensed architect. Send (3) copies of scaled, signed and dated Multi-Level Booth plans + this form to:

Events DC / Convention Management Division

801 Mt Vernon PI, NW

Washington, DC 20001