



Greater Richmond Convention Center Fire Code Rules & Regulations



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The **Richmond Department of Fire and Emergency Services** and the **Greater Richmond Convention Center** want you to have a safe and successful event. The following basic outline of rules & regulations has been developed to assist you in accomplishing that objective. This outline is based upon provisions of the 2000 International Fire Code.

Please take the time to review this information, as compliance is a requirement. Should you have any specific questions, please feel free to contact your Event Manager.

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FIRE CODE RULES & REGULATIONS

A. GENERAL REGULATIONS:

1. Licensee as well as Licensee's exhibitors and service contractors must comply with all Federal, State, and local fire codes applicable to "Places of Assembly."
2. Storage of empty boxes, cartons, packing materials, etc., is prohibited within the Facility (exhibit halls, meeting rooms, ballrooms, pre-function areas, concourses, etc...). These types of materials may be stored outside the Facility in approved areas. Contact your Event Manager for more information.
3. Pre-function spaces (lobbies, foyer areas approved for use by the Operator) may be utilized for registration, providing:
 - a. Storage of combustible materials necessary for registration (i.e. paper, boxes, etc.) shall be limited to a one (1) day supply.
 - b. Registration booths and lounge areas must be set up in designated areas as shown on approved floor plans, and shall not impede required egress.
4. Trash, rubbish, grease, etc., must be removed from the building at least once each day.
5. Fire lanes in and around the Facility must remain clear and unobstructed.
6. Smoking is prohibited within the Facility.
7. Licensee shall be responsible for the correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal or duly authorized representative(s). Failure to comply with Fire Marshal instructions may result in denial of opening the doors for the show and /or citation.

B. FLOOR PLANS:

1. The trade shows and / or exhibitions shall be set up as indicated on the approved floor plans.
2. All floor plans require advance written approval by the Fire Marshal or his/her designee. The submittal and approval process is as follows:
 - a. Licensee must submit five (5) copies of preliminary trade show floor plans to the Facility's Event Manager or the Director of Event Services for approval prior to exhibit space being sold. It is suggested that the preliminary floor plans be submitted six (6) months prior to the event.
 - b. The Event Manager will provide a preliminary review to ensure adherence to facility guidelines, and then submit to the City of Richmond Fire Marshal for final approval. Once approved, a signed copy will be returned to you.
 - c. Final revisions must be submitted to the Event Manager by no later than 21 days prior to move in. Floor plans are not considered final until reviewed and approved by the Fire Marshal or his/her designee.
3. All floor plans should be drawn to scale and have the following information clearly indicated:
 - Name and date(s) of event and expected capacity
 - Name of space being used
 - Number and Dimension of exhibits
 - Scale
 - Revision Number and Date
4. All floor plans should clearly note the location of, but not limited to, the following:
 - Exhibits
 - Exits
 - Aisle widths
 - Carpeted Aisles
 - Entrance units (headers, kiosks, etc...) and dimensions
 - Registration Area
 - Service Desk

- Vehicles
- Covered Exhibits (canopies, enclosed or partially enclosed structures, etc...)
- Cooking Demonstrations
- Stage and/or Seating Areas
- Food Service Areas

5. Access to **exits, stairwells, doorways, fire-hose cabinets, pull stations, wall mounted emergency strobe lights, fire extinguishers, house lighting controls, electrical panels, restrooms and concession stands** must remain unobstructed.
6. All floor plan approvals are subject to final on-site inspection.

C. BOOTH CONSTRUCTION / DECORATIONS / STAGE SCENERY:

1. All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, plastic cloth fabric, linen and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame retardant treatment (**certificate**) is required, and must be maintained within the specific exhibit area for inspection by the Fire Inspector. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Inspector.
2. Items that cannot be treated to meet requirements, such as, but not limited to hay, straw, moss, bamboo, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited. Bamboo must be live and placed in water to be utilized as decorative material.
3. Easels, signs, chairs, etc. may not be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner. Empty cardboard boxes cannot be stored in show or exhibit areas. Licensee is responsible for advising exhibitors that booths must be cleared of combustible rubbish daily.
4. Combustible materials within booths shall be limited to a one (1) day supply. Storage of combustible materials behind the booth is prohibited. Combustible materials (i.e. crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire resistance rating of at least two (2) hours and protected by an automatic extinguishing system
5. **Fire-fighting and emergency equipment may not be hidden or obstructed.** A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, alarm pull boxes and standpipes. Clear access shall be maintained at all times to these units, this includes strobe lights on wall for emergency notification.
6. Exhibit booths or exhibit enclosures that require fifty (50) feet or more travel distance to reach the exit access aisle (of the booth or exhibit enclosure) shall be provided with a minimum of two (2) exits remote from each other.

D. EXITS:

1. All exit doors must remain clear, unobstructed, and in proper operating condition at all times when building is occupied. Exit signs must function properly and be visible from all areas.
2. All exits, hallways, and aisles must remain clear and unobstructed at all times. This includes charts, easels, trailer tongues, etc.

E. COMPRESSED GASES / OPEN FLAMES / EXPLOSIVES:

1. Compressed **flammable** gases are prohibited inside the Facility unless approved by the Operator and the Fire Marshal. This includes acetylene, hydrogen, propane and butane. Vehicles fueled by LP-gas, such as forklifts, may be used when the exhibit or trade-show is not open to the public. Approved amounts are subject to require a **permit** from the Fire Marshal's office.
2. Exhibits displaying lighter than air (i.e. helium) **balloons** or other inflatable objects are prohibited from using foil-type (Mylar or aluminum) material. Vinyl, rubber or plastic varieties are permitted, however the compressed air or gas cylinder (non-flammable) used for inflation must be properly secured to prevent tipping. Cylinders are not permitted inside the building during event hours.

3. Non-flammable compressed gas cylinders must be stored in an upright position with gauges and regulator protected against physical damage.
4. Open Flame devices are prohibited. Exceptions include:
 - a. Cooking or warming devices in compliance with Section F, “**Cooking & Warming Devices.**”
 - b. A small number of candles may be used when approved by the Operator. Candles must be securely supported on non-combustible bases and located as to avoid danger of ignition to combustible materials. The candle flame shall be protected via the use of hurricane lamps, glass globes, or similar type devices.
 - c. All open flame devices and candles require a **permit** from the Fire Marshal’s office. Those requesting use of open flame devices and candles shall provide sample/picture for approval at least ten (10) days prior to the event to the Fire Marshal or his/her designee. This will ensure time to make changes if devices do not meet approval.
5. The use of welding equipment and cutting equipment as part of an exhibit requires the prior written approval of the Operator. When approved by the Operator, the following requirements must be met:
 - a. Cutting and welding equipment must be in good repair
 - b. Approved combustible or flammable items may be no closer than 35 feet of work site
 - c. When 35 feet cannot be obtained, protected covers, fire resistant shields or guards may be used with prior Fire Marshal approval
 - d. All wall and floor openings within thirty-five (35) feet of the site location must be tightly covered to prevent the passage of sparks to adjacent areas
 - e. Operation of welding/cutting equipment requires a **permit** from the Fire Marshal’s office.
6. The use of explosives and blasting agents is prohibited within the Facility. Ammunition and pyrotechnics **may** be allowed under certain conditions, with the prior written approval of the Operator and the City of Richmond Fire Marshal’s Office. If pyrotechnic materials are approved for use within the Facility, a Fireworks Permit will be required with the following parameters:
 - a. 15 day minimum application period (State Law)
 - b. Licensed explosive handler required
 - c. \$1,000,000 liability insurance; (Operator and Licensor must be listed as “Additional Insured”)
 - d. A Fire Watch may be required by City of Richmond Fire Marshal’s Office, and will be billed to the Licensee at prevailing rates.

F. COOKING & WARMING DEVICES:

Cooking is prohibited within the facility, without the prior written approval of the General Manager or designee. If approved, food-warming devices in exhibit booths must comply with the following.

1. Appliances must be listed by a nationally recognized testing laboratory (U.L., F.M.) for their intended use.
2. Devices shall be isolated from the public by at least four (4) feet or by a barrier between the device and the public.
3. Devices shall be limited to 288 square inches of cooking surface area.
4. Devices shall be placed on non-combustible surface materials.
5. Devices shall be kept to a minimum of two (2) feet from any combustible material(s).
6. Devices used for cooking shall be separate from each other by a minimum distance of two (2) feet.
7. A 20-B:C fire extinguisher and lid for each device or an approved automatic extinguishing system shall be provided.
8. Appliances must have an automatic shut-off feature to prevent overheating.
9. Small cans of Sterno may be used for food warming purposes when proper precautions are taken to prevent ignition of combustible materials.

G. TENTS & CANOPIES / ENCLOSED & MULTI-LEVEL DISPLAYS:

1. All temporary installation of tents, awnings or canopies within the Facility or on its exterior require prior approval by the Operator and the Fire Marshal or his/her designee.
2. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Operator in accordance with Floor Plan submittal timelines outlined in Section B, "Floor Plans."
3. Displays within the Facility possessing a roofed area (tents, awnings, canopies, etc...) of 200 square feet or more must be equipped with a smoke detector.
4. Separate permits are required for the erection of tents (with sidewalls on 2 or more sides) in excess of 200 square feet and canopies (open without sidewalls or drops on 75% of the exterior) in excess of 400 square feet to be displayed on the exterior of Facility. Contact the Fire Marshal for details.
5. Exhibits meeting the following criteria must be protected by an automatic fire sprinkler system:
 - a. Multi-level displays
 - b. Displays consisting of multiple rooms with ceilings
 - c. Displays with ceilings 225 square feet or larger

With the prior written approval of the Fire Marshal, occasional exceptions to this requirement **may be** made for vehicles, boats and similar type exhibits. Contact the Fire Marshal's office for details.

H. ELECTRICAL EQUIPMENT:

1. All electrical equipment must be UL listed and approved for its specific uses. Electrical equipment must be installed, operated, and maintained in a manner that does not create hazard to life or property. All exhibitors' 120-volt cords must be 3-wire ground type. All exposed, non-current carrying, metal equipment likely to be energized, must be grounded.
2. Extension cords may not be used as a substitute for permanent wiring. Extension cords are only permitted for use with portable appliances or fixtures in immediate use.
3. Each extension cord must be plugged directly into an approved receptacle and must, except for approved multiple extension cords, serve only one (1) appliance or fixture.
4. The current capacity of the extension cord must be no less than the rated capacity of the appliance or fixture.
5. Extension cords must be maintained in good condition without splices, deterioration or damage.
6. All extension cords extending across an aisle or in a path of travel must be secured/covered to avoid tripping by pedestrians.
7. Extension cords and flexible cords shall neither be affixed to structures nor extend through walls, ceilings and floors, nor run under doors, nor cause environmental damage. Only licensed electrical contractors under the control of the Operator may run extension cords or flexible cords under aisle carpeting in conjunction with an exhibit or trade show.

I. VEHICLES (Liquid & Gas Filled Vehicles & Equipment):

1. All fuel-powered vehicles (i.e. forklift, cranes, etc.) not on display must be removed from inside the Facility before attendees are allowed onto the exhibit floor.
2. No vehicle(s) shall be parked in the fire lanes or block exits outside the Facility
3. With the prior written approval of the Operator, **vehicles for display purposes** are permitted to display within the Facility, provided they meet the following requirements:
 - a. Cars and trucks shall have no more than ¼ tank or 5 gallons of fuel (whichever is less). Motorcycles shall have no more than 2.5 gallons of fuel.
 - b. Fuel caps must be taped shut or fitted with a locking cap
 - c. The hot lead battery cable shall be disconnected from the terminal and remain disconnected while the vehicle is inside the Facility
 - d. Fueling or de-fueling of vehicles on Facility property is prohibited

- e. Vehicle power supplies may not be re-connected during show hours
 - f. Keys to all vehicles must be stored in an easily accessible location at all times. Facility's Security Base must have immediate access to the keys.
 - g. For events with multiple vehicle exhibits (Auto Shows, Motorcycle Shows, etc...), all vehicles must be inspected by the Fire Marshal or his/her designee (to include Operator's Security & Event Staff) for fuel levels prior to entering the Facility.
 - h. Licensee must supply a complete list of all vehicles displayed within the Facility, listing the year, make and color of each vehicle.
4. Exhibitors must place visquine (fire retardant plastic covering), or some other non-flammable material underneath vehicles to catch leaking fluids.
 5. All vehicles shall be inspected by the Fire Marshal or his/her designee two (2) to three (3) hours prior to the event opening to ensure all required details have been addressed.

J. SEATING & BOOTH ARRANGEMENTS:

1. All seating arrangements for events must be in accordance with Chapter 10 of 2000 International Fire Code. Any special or unusual arrangements must be approved prior to ticket sales.
2. Exhibit approvals will require a final site inspection by the Fire Marshal prior to event opening. Licensee will be billed for Fire Marshal site inspections conducted after normal work schedules, weekends or holidays, at prevailing rates. Please coordinate your final site inspection time with your Event Manager.

K. HAZARDOUS MATERIALS:

1. The use of hazardous materials is not permitted in the Facility without the prior written approval of the Operator and the City of Richmond Fire Marshal's office. Hazardous materials include, but are not limited to open flames, hot coals, natural gas hook ups, compressed gas cylinders (such as propane and acetylene), gasoline, radio active materials, pool chemicals, pesticides, herbicides, poisons, and/or any flammable, combustible or toxic liquid, solid or gas. Small samples of these types of products **may** be allowed in conjunction with certain exhibit or tradeshow when approved in advance by the Operator and the City of Richmond Fire Marshall's Office.
2. By no later than 30 days prior to the event, Licensee and/or Licensee's contractors and exhibitors must submit to the Event Manager a written request for approval to bring hazardous materials in or around the Facility. This request must include a description and purpose of the materials, as well as copies of all applicable Material Safety Data Sheets (MSDS). Licensee, Licensee's contractors and/or exhibitors must also devise a plan for handling any releases or threats of release of such materials in, on, under or about the Facility. This plan must be documented and submitted with the request.
3. All hazardous materials approved for use or display in or around the Facility must be labeled and accompanied by the applicable MSDS sheet, which must be produced upon request of the Operator, Fire Marshal or other regulatory body. Before, during and after the event, the Licensee, Licensee's contractors and/or contractors must handle, transport, remove and dispose of all hazardous materials in a safe, proper and lawful manner.
4. Only a limited supply of the material is allowed in the device to be demonstrated. Excess fuel and cylinders must be properly stored outside of the Facility. All transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored in the exhibits. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit area unless empty.
5. Written authorization by the City of Richmond Fire Marshal's office and the Operator is required for the following:
 - a. Display and operation of any heater, heat producing or open flame devices such as barbecues, candles, lanterns, torches, fireplaces, etc...
 - b. Use or storage of flammable liquids, compressed gasses, dangerous chemicals or pyrotechnics
6. Combustible waste must be collected as it accumulates and stored in non-combustible, covered containers in a pre-approved area outside the Facility. These containers must be emptied at least once

daily and removed from the site at the Licensee's expense. Under no circumstances should hazardous materials be disposed of on Facility property.

7. Through Licensee's insurance policy, Licensee shall indemnify and hold harmless the Facility, Operator and Licensor from any and all liability, damages and expenses resulting from Licensee's, Licensee's exhibitor's and/or contractor's use of hazardous materials.

L. PERMITS:

1. All permits may be obtained through the Richmond Department of Fire and Emergency Services Fire Marshal's Office. For additional information, please contact the Public Relations/Assemblies Officer at 804-646-0618. If not available, you may contact the Office of Fire Prevention at 804-646-6640.

2. Costs:

<u>PERMIT TYPE</u>	<u>COST</u>	<u>NOTES</u>
Open Flame / Candles	\$35.00	
Fireworks/Pyrotechnics displays	\$140.00	Pre-approval required 15-20 days prior to event)
Compressed gases	\$140.00	
Storage of welding cylinders	\$70.00	
Tents/air-supported structures	\$35.00	
Welding or Cutting	\$35.00	

Fees are subject to change without notice.

3. Payment: Make checks payable to: The City of Richmond.