

## Indoor - Most Common Encountered Concerns:

07/15/05

- Pages 20 thru 22 of the “Regulations for Indoor/Outdoor Public Assembly Functions” shall be filled out and a detailed floor plan showing the minimum 10’ aisles throughout the event. A 17’ aisle shall be maintained in the North Concourse shall be submitted to the Civic Center and to the Fire Prevention Division 14 days prior to the event setup. All plans are to be first submitted to the Civic Center Staff which in turn shall send a copy of the layout to the Fire Department. **No deviation** to floor plan once it has been approved.
- All curtains/drapes shall be that of a flameproof material or treated. Copy of the “Fire Retardant Self-Application” form, Appendix III, of the “Regulations for Indoor/Outdoor Public Assembly Functions” and the product used shall be on hand and kept in the booth for verification. Sample burn test may be required.
- No storage of excess product allowed in booth.
- Loading and unloading will be allowed in the Fire Lane as long as a licensed driver with the vehicle’s keys remains with the vehicle.
- No setup or tear down during the show hours.
- Booths containing a covered area over 100 square feet shall provide a smoke detector under the roofed area. Battery-operated detectors are acceptable.
- Exhibits shall remain 24” minimum from the ceiling.
- Exhibits with 300 square feet or more covered area shall be protected by automatic sprinklers or provide a Fire Watch as set forth by the Fire Prevention Division. Individuals doing the Fire Watch must be trained by the Fire Prevention Division.
- Plant life brought in shall have the root ball intact and kept moist or shall be required to be fireproof treated.
- Gas caps shall be locked and/or sealed to prevent the escape of vapors.
- Older model vehicles/equipment shall have the negative post of the battery disconnected at all times, **unless pre-approved by the Fire Prevention Division.**
- Cooking devices that produce grease laden vapors shall be required to have a Class “K” extinguisher with a current service tag per cooking device and the proper tight fitting lids for that device within their booth.
- All pressurized tanks shall be secured to prevent tip over.
- LP-gas cylinders shall be allowed with the following exceptions; maximum size of 16 oz, non-refillable, trigger controlled that is self-extinguishing, and a barrier device between the device and the public.

Additional information is available in the “Regulations for Indoor/Outdoor Public Assembly Functions” which can be found at:

[www.rcgov.org/firedept/prevention\\_division/prevention\\_division.htm](http://www.rcgov.org/firedept/prevention_division/prevention_division.htm) or contact the Civic Center Staff.