



Los Angeles Convention Center

FIRE DEPARTMENT REQUIREMENTS FOR EXHIBITS

Effective: January 1, 2011

The following are the Los Angeles City Fire Department's (LAFD) minimum requirements for shows and exhibits in the Los Angeles Convention Center (LACC). No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and approved in writing by the Fire Inspector. All requests for Fire Permits/Variations must be submitted at least 20 days prior to the event.

Plans

Exhibits containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth, or exhibits that are 400 square feet or larger are required to send in 2 sets of the following types of plans/drawings: Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings as required in the LACC - Exhibit Structure & Building Permit Information. See "Los Angeles Convention Center – Information Regarding Covered Areas" and "Los Angeles Convention Center - Exhibit Structure & Building Permit Information" for more details.

Department of Building and Safety Permit Requirements

All electrical equipment used or exhibited must be approved by Underwriter's Laboratories or by the Department of Building and Safety Electrical Test Lab.

All natural gas appliances shall be of an approved type (i.e., A.G.A., U.L., or Gas Mechanical Lab), and shall be installed according to Los Angeles Building Department Plumbing Code.

Outdoor tents or cloth structures for temporary use that exceed 450 square feet require approval from the LAFD and a Building Permit form the Department of Building & Safety. Please send plans/drawings to Fire Inspector.

LAFD Special Permits are Required in Order to:

- Display and operate any heater, barbecue, heat producing device, open flame device, candles, lamps, lanterns, torches, or other form of ignition.
- Display or operate any electrical, mechanical, or chemical device that is deemed hazardous by the LAFD.
- Use or store flammable liquids, compressed gases, or other hazardous materials. When approved, the quantities shall not exceed 10 gallons used only for maintenance purposes and the operation of equipment when stored in approved containers and at approved locations. Storage in excess of 10 gallons that is used for maintenance purposes and operations of equipment shall be inside approved hazardous materials cabinets. LIQUEFIED FLAMMABLE GAS is PROHIBITED inside any building.

- Display a motor vehicle or internal combustion engine.
- Operate any videotaping, television broadcasting, still photographic, or motion picture photographic equipment of commercial or professional purposes.

Additional Requirements

- Exit aisles and exit doorways, as designated on approved show plans, shall be kept clear and unobstructed. Chairs, tables, easels, signs, display items, exhibit structures, etc. shall not extend beyond the booth area into exit aisles.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time an exhibit building is open for business.
- There shall be no obstruction blocking exit ways from the building to a public way, such as automobiles parked in front of doorways, barricades placed across sidewalks, or any similar obstruction.
- A clear access aisle of at least 3 feet shall be provided to all fire protection appliances, fire alarm boxes, and sprinkler valves.
- Exit ways shall not be obstructed by drapes or similar obstruction, unless such obstructions are on sliding rings and the color contrasts with the adjacent drapes, walls, or booths.
- Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstruction shall not cover them.

Booths

Covered booths having a cover at least 100 square feet, but NOT exceeding 750 square feet, shall be protected within by a smoke detector, which sounds a local alarm.

Covered booths within West Hall AB or South Hall G-K, exceeding 750 square feet shall be protected by a LAFD-approved automatic fire sprinkler system. These systems must be installed under permit from the Department of Building and Safety and the LAFD. All portions of the sprinkler system, including the "sprinkler riser" which supplies the water service to the booth, must be installed within the borders of the respective booth space. No portion of the sprinkler system, or any structures or barricades that protects said system, are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. See "Los Angeles Convention Center – Information Regarding Covered Areas" for more details.

Vehicles/boats on display that are FOR SALE as part of the particular type of show may not require sprinkler systems. Contact LAFD for permit and approval.

The total amount of covered area allowed in any separate space such as an exhibit hall, or public space is 10% of the total usable space. See "Los Angeles Convention Center – Information Regarding Covered Areas" for more details.

Exhibitor booths are prohibited in corridors or lobbies.

Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least 2 separate exits. Additional exits may be required on a case-by-case basis. Capacity will be computed at 15 square feet per person.

Registration Pre-Function Areas

Booth areas/exhibits are prohibited in all public areas except those authorized by LACC management and with LAFD permit. Pre-function areas will be utilized for social interaction and pre-registration of attendees prior to attending or entering exhibits and meeting functions. The required width for all exits through pre-function spaces will be maintained without obstruction.

Combustible Decorations

All decorations, including, but not limited to drapes, table cloths that hang 6 inches below the edge of the table, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips, wood less than 1/4 inch in thickness (or fiberboard less than 3/8 inch in thickness), foam core, etc., shall be flame retardant treated. Glass or otherwise inherently fire retardant cloth may be used without being flame retardant treated. Exhibitors shall present a California State Fire Marshal certificate of flame-retardant treatment or a sample of material for a field test upon request of the Fire Inspector. Material failing the field flame test must be treated by a California State Fire Marshall Certified Flame Retardant Application contractor, or the material must be removed from the building(s).

Field flame test: A strip of material shall have a flame applied for approximately 12 seconds. The flame shall then be removed. The material should self extinguish within 2 seconds and not drip in flames.

Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials, cannot be made flame retardant. Their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

Projection Equipment

Projection equipment using electric arc or Xenon bulbs for illumination shall be installed under written permit from the LAFD with the approval of the Department of Building and Safety.

General Exhibit Hall Fire Regulations

- The show or exhibit will not be permitted to be open to the public until all identified hazards have been alleviated.
- Special restrictions may be required to monitor and control hazardous conditions and operations not specifically covered by the above.
- Additional fire protection equipment may be required. It shall be accessible, visible, and ready for immediate use.
- LACC is a non-smoking building. Smoking is prohibited in all areas.
- The use of welding or cutting equipment for “demonstration” requires a written permit from the LAFD. The use of liquid flammable gas as a fuel source is prohibited.
- Welding as related to exhibit construction, fabrication, repair, etc. is not allowed anywhere inside the exhibit halls or other interior spaces. Any such work requiring welding must be done outside the facility in a location determined and approved by the Fire Inspector. Licensed Fire Sprinkler contractors are allowed to use approved torches to solder copper pipe connections of automatic fire sprinkler systems inside the halls.
- The demonstration or use of equipment using flammable liquid fuel in buildings is prohibited.
- Combustible liquids shall be used only under permit from the LAFD. They shall be stored or dispensed from an U.L. - approved safety can.
- All exits, hallways, and aisles leading from the building or tents are to be kept clear and unobstructed at all times.
- No exit door shall be locked, bolted, or otherwise fastened or blocked at any time an exhibit building is open for business.
- Liquefied flammable gases are prohibited inside buildings.
- Rubbish, trash, and waste shall be removed from buildings at the end of each working day. Metal cans shall be provided for metal cuttings, and cuttings shall be kept separate from ordinary combustibles.
- All electrical wiring shall be installed as per Los Angeles Building Dept. Electrical Code.
- Provide and maintain approved fire extinguishing equipment in all special areas as designated by the LAFD.
- All sprinklers, standpipe hose cabinets, and fire alarm pull boxes shall be kept clear and unobstructed at all times.

- Cylinders of compressed gas, both combustible and non-combustible, shall be installed only by permit from the LAFD, and shall be half-charged and firmly secured in an upright position.
- Exit signs shall be clearly visible.
- Flammable liquids shall be used only outside under permit from the LAFD. It shall be stored or dispensed from an U.L. - approved safety can with a maximum of 1-day usage or 1 gallon, whichever is less, per booth.
- All appropriate local, state and federal guidelines shall be followed to appropriately dispose of all hazardous waste materials.
- Where combustible material cannot be removed from the area of operations, another person, competent in the use of fire extinguishing equipment, shall be assigned the duty of preventing or extinguishing any accidental fire that may occur during such operations.

For additional information, please call: Fire Prevention Bureau, Central Public Assembly (213) 485-6050 and/or LACC Fire Inspector at (213) 741-1151 ext 5370.