



PHOENIX CONVENTION CENTER & VENUES FIRE & LIFE SAFETY REGULATIONS



Dear Show Managers and Exhibitors:

The Phoenix Fire Department and the Phoenix Convention Center have created this Fire and Life Safety Regulations handout to assist you in the planning, setup, and operation of your event and/or exhibition. This handout is designed to cover some of the most common fire and life safety issues that you may encounter with your event and/or exhibition. This regulation handout is not a complete list of all relevant code requirements; therefore, if you have any questions, please contact Eric Williams with the Phoenix Fire Department at (602) 495-5774 or email at eric.williams@phoenix.gov

GENERAL REQUIREMENTS:

1. The trade show/exhibition shall be set up per the plans approved by the Fire Department.
2. ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701*. This will require the material to have a 1 X 4 inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
3. Plywood less than 1/4" in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
4. Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm horn/strobe be blocked or covered.
5. A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, standpipe connections, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles.
NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.
6. Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Please contact the Show Manager or Exhibition Company for approved storage options.
7. Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area.
8. All ordinary combustible freight storage in the lower truck docks shall be limited to 12" in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
9. Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet with roofs (i.e. recreational vehicles, mobile homes,

- tents, trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
10. Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.
 11. Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed and approved by the Phoenix Fire Department and the building Safety Department prior to setup in the facility.
 12. Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
 13. Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.
 14. Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. **NOTE:** This width may be increased based upon the show type and setup.
 15. Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:

1. All fuel tank fill caps shall be self sealing or taped in an approved manner to prevent the escape of vapors.
2. Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
3. Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
4. The batteries must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
5. CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.
6. RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
7. It may be necessary inspect, move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be on site for all vehicles.
8. Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

COOKING AND WARMING DEVICES:

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

1. Cooking and warming devices shall be isolated from the public by placing the devices a minimum 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).
2. Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
3. The table surface holding the cooking or warming device using combustible oils or solids shall be of non-combustible material.
4. A minimum of two (2) feet shall be provided between devices.
5. Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.

6. An approved 20BC rated dry chemical fire extinguisher shall be provided within 30 feet of deep fat fryers using animal based oil.
7. A wet chemical type "K" fire extinguisher shall be located within 30 feet of any cooking device that utilizes vegetable based oil.
8. Butane burners are allowed provided that the following are met:
 - a. The cylinder(s) and appliances shall be listed.
 - b. Appliances shall not have more than two (2) 10 ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.
9. A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the cooking well.

ELECTRICAL:

Non-grounded two (2) wire 110v extension cords are **NOT** permitted.

1. Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
2. There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
3. Halogen and other high intensity lighting shall have the guards in place over the lens/glass.
4. All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
5. All electric cords in the path of travel shall be taped down to prevent tripping.
6. All electric devices shall be listed by a nationally recognized laboratory, i.e., UL, FM.
7. Placement of cables along floors, aisle ways, doorways or other areas that can create a trip hazard or prohibit accessibility is prohibited.

HAZARDOUS MATERIALS:

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED**:

1. Flammable compressed gases, such as acetylene.
2. Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
3. Pool chemicals, pesticides, corrosives, herbicides, poisons, and other such products.
4. Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
5. Cryogenics (i.e. liquid nitrogen, liquid oxygen), unless approved by the Fire Marshal.

PROPANE (LPG) POWERED EQUIPMENT AND CYLINDERS:

Propane (LPG) powered equipment and cylinders in the Phoenix Convention Center and Venues shall comply with the following

1. At no time shall cylinders, not attached to a piece of equipment, be stored in the building. The building shall include the lower loading docks and truck ramps. This applies to empty, partially empty, and full cylinders. Cylinders shall be stored outside in an approved location.
2. At no time shall a single cylinder exceed 45 lb (20 kg) LP Gas capacity.
3. The number of cylinders attached to a piece of equipment shall not exceed two (2) cylinders.
4. When the equipment is not in use, the cylinder shut-off valve(s) shall be closed.
5. Stored equipment with cylinders attached shall be separated from the public by a minimum one hour fire rated wall.
6. Cylinders used on equipment shall have fully operational pressure relief valves. The valves shall be replaced by a new or unused valve within twelve (12) years of the date of manufacture of the cylinder and every ten (10) years thereafter. The Phoenix Fire Department and the Phoenix Convention Center have the right to inspect the cylinders and deny their use in the facility.
7. Cylinders may be exchanged indoors provided one of the following is met to minimize the release of fuel:
 - a. Using an approved quick-closing coupling in the fuel line
 - b. Closing the shut-off valve at the cylinder and allowing the engine to run until the fuel in the line is exhausted.

OPEN FLAME DEVICES:

Open flame devices are **PROHIBITED** with the exception of the following:

1. Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
2. Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30 feet.

SPECIAL PERMITS:

1. Tents over 800 square feet that are erected on the Phoenix Convention Center property.
2. Outdoor or indoor pyrotechnic events. Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to obtain a permit and to conduct an approved display or show.
3. Class 2 and greater type lasers require a permit from the Arizona Radiation Regulatory Agency (<http://www.arra.state.az.us>).
4. Any other required Phoenix Fire Department and Phoenix Development Services Department permits.

FIRE WATCH:

A fire watch, in accordance with the 2006 Phoenix Fire Code, shall be in place during the following conditions:

1. Any time fog, smoke or haze is used.
2. Any time pyrotechnic effects are used.
3. The fire alarm is in a modified mode.
4. When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants a fire watch.