



OCTOBER 20 & 21, 2009 · ROCK FINANCIAL SHOWPLACE · NOVI, MI

Fire Prevention: Practices For Exposition Events

City of Novi Fire Department

The Novi Fire Department, in an attempt to maintain a safe and enjoyable exposition event, has established the following Rules and Regulations to be observed by all exhibitors and vendors. These rules are derived from model fire prevention codes such as NFPA 101, Life Safety Code and the International Fire Code. If you have any questions regarding these regulations, contact the Fire Prevention Bureau of the Novi Fire Department at 248.349.2293.

General Precautions

1. No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign.
2. Fire Fighting Equipment: No fire extinguishers and hose valves shall be blocked by displays or exhibits and shall remain accessible at all times.
3. Electrical: The use of unfused multi-plug adaptors and multi-plug extension cords is prohibited. Temporary use of extension cords is allowed under the following conditions:
 - 1) Of adequate gauge (size) for the equipment being supplied
 - 2) Protected from damage and not in traffic areas.
4. Smoking: Smoking is prohibited in all exhibitions areas. "No Smoking" signs shall be posted. Smoking is allowed only in areas so designated.
5. Compressed flammable gases; flammable or combustible liquids; hazardous chemicals or materials; and Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls unless approved by the fire department.

Exhibits

1. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft.
2. The upper deck of multilevel exhibits exceeding 300 square feet shall have not less than two remote means of egress.
3. Exhibit booths shall be constructed of the following:
 - a. Noncombustible or limited-combustible materials
 - b. Fire-retardant wood
 - c. Flame-retardant materials
 - d. Textile wall coverings, such as carpeting and similar products used as wall or ceiling finishes having a Class A flame spread rating.
4. Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant.

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5. Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the fire department. Materials that cannot be treated for flame retardancy shall not be used.
6. The following shall be protected by automatic extinguishing systems:
 - a. Single-level exhibit booths exceeding 300 ft² and covered with a ceiling
 - b. Each level of multilevel exhibit booths, including the uppermost level where the uppermost level is covered with a ceiling.

Exception: Vehicles, boats, and similar exhibited products having over 100 ft² of roofed area shall be provided with smoke detectors acceptable to the fire department.
7. No open flame devices or pyrotechnic device shall be used in any assembly occupancy unless approved by the fire department.
8. Open flame devices, where approved, shall be isolated from the public by at least 48 inches and shall be separated from combustible materials by at least 24 inches.
9. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.
10. The use of compressed natural gas is allowed where permitted by the fire department.
11. The use of LP-gas cylinders is prohibited unless approved by the fire department.

Vehicle Displays

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 5 gallons of fuel, whichever is less.
2. Fueling or de-fueling of vehicles is prohibited inside the building.
3. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.
4. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
5. Vehicles shall not be moved during exhibit hours.

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