



FIRE MARSHAL REGULATIONS

EXHIBITIONS AND SPECIAL EVENTS

It will be the responsibility of the promoter to ensure each exhibitor is aware of the following fire and safety regulations. The information contained in this brief outline does not completely cover the ordinances and regulations contained in the Greenville Fire Code, but does provide the basic rules governing exhibitions and special events in any building open to the public.

1. A detailed plan of the exposition layout shall be presented to the Fire Marshal's office for approval no later than 15 days prior to opening date (show management only). Show management is required to operate and maintain the show according to the approved plans.
2. Unusual conditions shall require permitting by Fire Marshal's office, which may result with occupant load posting and required stand-by fire personnel during this event.
3. All required exits shall be unlocked and accessible at all times when building is open to the public.
4. All aisles leading to exits shall be maintained clear at all times. Tables, chairs, benches, concessions or exhibitors shall not block aisles to exits. All other aisles shall be approved on plan of layout.
5. All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited. The use of heavy cardboard shall be permitted in limited amounts.
6. All cloth used for decorative purposes, including drapes, backdrops, table covers, floor coverings and bunting shall be fire-retardant and approved by the Fire Marshal's office.
7. Cut trees, branches and shrubs are prohibited. However, they will be permitted if maintained in their natural state with root system maintained in soil.
8. The use, handling and storage of liquefied petroleum gas shall be prohibited unless otherwise approved by the Fire Marshal.
9. All gasoline-propelled vehicles or combustion-fuel-operated machinery for display purposes shall be inspected prior to their being allowed to be displayed in the building. Batteries shall be disconnected. All gasoline tanks shall be equipped with a locking gas cap or taped shut. Fuel tanks shall be drained to less than 1/4 of tank capacity. All other gasoline-propelled vehicles are prohibited inside the building.
10. The use of open flame, including fire acts or storage and handling of flammable liquids, chemicals or harmful caustic substances are prohibited unless approved by the Fire Marshal.
11. The exhibit or show area shall be kept clean and free of debris and excessive combustible material.
12. Adequate fire extinguishing equipment must be located throughout the show or exhibit area.

13. Immediately prior to the start of assembly events, those in attendance shall be orally notified by a designated person concerning the location of the exits to be used in case of fire or other emergency.
14. If tents or air-supported structures are used for exhibit or seminar purposes, the following guidelines shall be met:
 - (a) A permit will be required if the tent or air-supported structure is in excess of 120 sq. ft. The permit (Certificate of Occupancy) should be obtained from the Building and Zoning Office, 2nd floor - City Hall. The promoter or event planner is responsible for obtaining the permit and paying the \$30 fee.
 - (b) An on-site inspection by the Fire Marshal's office will be conducted on the tent or air-supported structure prior to the start of the scheduled event.
 - (c) The owner or agent shall provide a copy of the flame-spread certification when applying for the Certificate of Occupancy. The certification is required before a permit can be issued.
15. Spray painting inside the building shall be prohibited (including aerosol cans). All spray painting shall be conducted outside.
16. The use or storage of flammable/combustible liquids is prohibited inside the building.

If you require Fire Marshal approval, please contact Jackie Solack, SOUTHTEC Operations Manager, SME, at 313.425.3123 or via email at jsolack@sme.org.