



## FIRE LIFE SAFETY GUIDELINES



The following are the Los Angeles City Fire Department's minimum requirements for shows and exhibits in the 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 LACC Fire Marshal. All requests for Fire Permits must be submitted 21 days prior to the event.

- 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 Fire Department.
- 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 Marshal. 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 Fire Department. They shall be stored or dispensed from an Underwriting Laboratories (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.
- Any rope, chain, or similar control device that is placed across an aisle or exit path must breakaway to the satisfaction of the Fire Department.
- Rubbish, trash, and waste shall be removed from buildings at the end of each working day. Metal cans will 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 and Safety Department Electrical Code.
- Fire extinguishing equipment must be provided and maintained in all special areas as designated by the Fire Department.
- 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 Fire Department, and shall be half-charged and firmly secured in an upright position.
- Exit signs must be clearly visible.
- Flammable liquids shall be used only outside under permit from the LACC Fire Marshal. It should be stored or dispensed from an U.L. - approved safety can with a maximum of one (1) day usage or one (1) gallon, whichever is less, per booth.
- 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.
- All appropriate local, state and federal guidelines shall be followed to appropriately dispose of all hazardous waste materials.

## FLOOR 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 submit two (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.



## REGISTRATION / LOBBIES / PRE-FUNCTION AREAS

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

Note: Foyers, lobbies, and corridors are not overflow space for the exhibit hall. The actual business of the show must stay within the exhibit hall. Any display that the attendees view but do not interact with, are allowed in foyers and some parts of the lobbies with the approval of the LACC.

Note: Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials, cannot be made flame retardant. The use of these items is prohibited.

## AISLES & EXITS

All floor plans must incorporate the following aisle and perimeter requirements. No exceptions are allowed without the expressed, written approval of the LACC Fire Marshal.

### West Hall A/B and South Hall G/H/J/K (any sections thereof)

- Aisles: 10' wide
- Perimeter: 15' wide
- Cross-Aisle: 20' wide (at the center of the hall)

Note: For Halls H/J, cross aisle must run east/west only.

### Petree Hall C/D / Concourse Hall E/F

- Aisles: 8' wide
- Perimeter: 10' wide
- Cross-Aisle: 10' wide (at the center of the hall)

### Kentia Hall

- Aisles: 10' wide
- Perimeter: 15' wide
- Cross-Aisle: 20' wide (at the center of the hall)

### Meeting Rooms

- Aisles: 4'-6' wide
- Perimeter: 4'-6' wide
- Cross-Aisle: N/A

In addition to the above the following regulations must be taken into consideration in regards to aisles and exits:

- 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, carts and pallets in front of doorways, or any similar obstruction.
- A clear access aisle of at least three (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 any 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 obstructions shall not cover them.

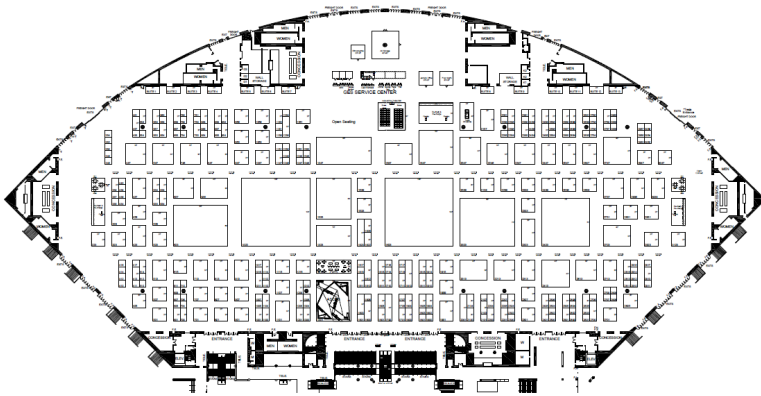


## EXHIBIT BOOTHS

- Enclosed, covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB or South Hall G-K and Kentia Hall 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. 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 portions of the sprinkler system, or any structures or barricades that protect said system are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. Please refer to Covered Areas and Structure under the LACC Operating Guidelines.



- 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, meeting room, or public space is 10% (1/10) of the total usable space.
- 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.



## AUTOMOBILES / MOTOR VEHICLE DISPLAYS

The following are minimum fire safety requirements for public display of motor vehicles in the LACC.

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed ¼ full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method, approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal.
- Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty. Batteries must be disconnected before and after show hours.
- Wheels must be chocked in such a manner that will prevent the vehicle from rolling in any direction.
- Vehicles shall be displayed and installed by manual means. Vehicles shall not be driven into occupancy.
- Appropriate floor covering must be placed underneath the vehicle to mitigate spills and leaks.
- Licensee/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Licensee must provide detailed information on these types of vehicles, including a floor plan and complete manufacturer specifications to your Event Manager no later than thirty (30) days prior to move-in.
- Additional requirements may apply to automobile/vehicle displays based on case-by-case conditions. There is no exception or modifications to the above requirements with the expressed written authorization of the LACC Fire Marshal.

## LOS ANGELES FIRE SPECIAL PERMIT

A Los Angeles Fire Department Special Permit is required in order to:

- Display and operate any heater, barbecue, heat producing device, open flame device, candles, lamps, lanterns, torches, or other forms of ignition.
- Display or operate any electrical, mechanical, or chemical device that is deemed hazardous by the Fire Department.
- Use or store flammable liquids, compressed gases, or other hazardous materials. When approved, the quantities shall not exceed ten (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. LIQUIFIED FLAMMABLE GAS is PROHIBITED inside any building.
- Operate any videotaping, broadcasting, still photographic, or motion picture equipment for commercial or professional purposes.
- Use open flame and candles.



## TENTS

- Tent and canopies must be properly identified on all scaled floor plans.
- Four-walled tents with at least 100 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Tents, canopies or membrane structures with an overall footprint exceeding 450 square feet require a permit from the City of Los Angeles Fire Department. Permit fees are contingent on tent size.
- Tents and canopies must be rated flame resistant by the State Fire Marshal. All décor shall be flame retardant.
- Maintain 7' overhead clearance in all public areas.
- Maintain a 20' fire lane with minimum 14' overhead clearance.
- A minimum 10' clearance must be maintained between tents.
- All exits and aisles must be maintained free and clear at all times.
- Building and Safety Permit is required for all electrical, natural gas and water installation extended to the tented area.
- Properly rated fire extinguishers are required within the tented area placed at locations no less than 75' of travel.
- Generators must be located no less than 20' from the building, grounded with a grounding rod.
- Upon approval by the Fire Marshal, propane tanks must be located at a minimum of 10' from the respective appliance and must be secured with UL-approved hose and fittings.

- All wires, cables and piping (utilities, production, AV, etc.) must be taped, covered and matted.
- No vehicles are allowed in the tented area.
- No cooking is allowed under the tent unless approved in advance by the LACC Fire Marshal. Barbeques must be located in a remote area without public access.
- All booths with cooking shall have 2A-10BC fire extinguisher.
- Maintain a physical barrier separating the cooking area from the public.

## CANDLES / OPEN-FLAME

A special permit from the LACC Fire Marshal is mandatory for the use of open flame, candles and holding devices in the Center. The special permit shall be made available for inspection at all times.

- Unprotected and gel type candles are not permitted.
- All candles shall be secured in a nonflammable solid holding device and protected by an enclosure.
- The flame tip from the candle must be maintained a minimum of 2 inches below the top opening of an enclosure or "Hurricane" at all times.
- When used as part of a decoration or centerpiece, the flame of the candle shall not be within 6 inches of cut fresh foliage, nor within 12 inches of dry foliage or other combustibles at any time.

Exceptions to the above include the following, subject to the review and approval of the LACC Fire Marshal:

- Floating candles may not need to be secured.
- Tapered candles (self-extinguishing) used in nonflammable solid candelabras with no additional decoration are not required to be provided with a flame stop or enclosure.
- Self-extinguishing tapered candles may be approved without an enclosure if (A) when used as part of a decoration or centerpiece (as outlined above), the candle must be of a type constructed with an automatic stop, which will prevent burning past a predetermined point or (B) all candles shall be secured with a holding device.

The placement of candles must adhere to the following guidelines and cannot be modified without the expressed, written approval of the LACC Fire Marshal:

- Only one centerpiece used for holding candles shall be approved per table unit regardless of the table size or shape.



- The use of multiple loose candles or candle holding devices is not permitted. If more than one candle or candle holding device are used on each table, those candles or candle holding devices shall be placed and secured on a common base. The amount of candles or candle holding devices placed on each table unit shall be limited to 4. The base shall be constructed of a noncombustible solid material.
- Candles or candle holding devices shall be placed at least 24 inches from the table's edge, and a minimum of 5 feet from curtains, drapes, or other decorations.

## DÉCOR / COMBUSTIBLES

---

**Combustible Decorations.** All decorations, including, but not limited to drapes, tablecloths that hang six (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. A California State Fire Marshal certificate of flame-retardant treatment or a sample of material for a field test must be provided upon request of the Fire Marshal. Material failing the field flame test must be

retreated by a California State Fire Marshal 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 twelve (12) seconds. The flame shall then be removed. The material should self-extinguish within two (2) seconds and/or not drip in flames.

**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.

**Rubbish/Trash.** All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall be separated from ordinary combustibles.

**Projection Equipment.** Projection equipment using electric arc or Xenon bulbs for illumination shall be installed with an underwriters lab rating permit from the LAFD with the approval of the Department of Building and Safety.

For additional information, please contact the LACC Fire Marshal at 213.763.6954 or Event Services at 213.765.4444.