



City of Anaheim  
Fire Department  
Fire Prevention Bureau



## Specifications and Requirements

**Subject:** Trade Show Exhibitor Guidelines

**References:** California Fire Code, 2001 Edition, Sections 2501.9, 2501.10, 2501.14, 2501.16; California Building Code, 2001 Edition, Section 1004.3.2.2

### **Booth Requirements**

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch (1/4") thick or greater.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least nine inches (9") from rear booth boundary line. Gas appliances must be A.G.A. approved.

### **General Conditions**

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles.

### **Storage**

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. No more than a one (1) day supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility.

### **Decorative Material**

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay, and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate or a sample of the decorative material must be provided to the Anaheim Fire Department to verify that the approved treatment has been applied or the materials must be removed prior to show opening.

All flammable or combustible aerosol containers, used for display purposes, must be empty. (See permit section for use of aerosols).

### **Vehicles**

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at one-quarter (1/4) tank or five (5) gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape.

### **Cooking Appliances**

Operation of any cooking appliances, i.e. ovens, stoves, barbecues, hot plates, deep fryers, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. A fire permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots or popcorn wagons.

### **Heat-Producing Equipment**

Operation of any welding equipment, soldering device, etc. require protection around equipment so the public cannot be injured during demonstration. Approved welding screens will be required for welding equipment. (See permit section for use of compressed gases).

### **Machinery**

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. (This does not apply to normal electrical appliances such as lamps, computers, radios, etc.).

### **Candles**

Use of any decorative candles must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected by a non-combustible container.

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**Helium**

Helium cylinders shall be secured in an upright position.

**Fire Places**

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. Natural gas connections shall be conducted by a licensed plumbing contractor through the Anaheim Convention Center.

**Class III or Greater Lasers**

Lasers must be self contained inside equipment and shall not scan the audience. Lasers used for any other purpose require Fire Department approval.

**Permit Requirements**

**Note: A Show Permit form shall be submitted for approval a minimum of 14 days prior to show opening.**

The following items will require a show permit.

**Flammable or Combustible Aerosols/Liquids**

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department.

**Hazardous Materials/Compressed Gas**

Describe the use and amounts needed on a Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. Hazardous materials are defined in the 2001 California Fire Code.

**Two-Story Booths**

A diagram of the booth shall be submitted. The second story of a two-story booth equipped with one staircase will require an occupant load sign and be limited to an occupant load of nine (9) persons. Booths with more than one staircase shall provide the square footage of the second floor and the width of each staircase.

**Open Flame**

The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations.

**Propane**

Propane that is used in very small quantities (17 ounces or less) for cooking purposes may be approved based on certain conditions.

**For further information regarding these requirements contact:**      **Trade Show Inspector at (714) 765-4073 or the Deputy Fire Marshal at the Fire Prevention Bureau at (714) 765-4040, between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday or send e-mail to [tradeshowinspector@anaheim.net](mailto:tradeshowinspector@anaheim.net).**



**ANAHEIM FIRE DEPARTMENT  
FIRE PREVENTION BUREAU**

201 S. Anaheim Blvd., #300  
Anaheim, CA 92805

FTS: \_\_\_\_\_

***APPLICATION FOR TRADE SHOW***

APPLICANT INFORMATION

SHOW NAME: \_\_\_\_\_

LOCATION OF SHOW: \_\_\_\_\_

SHOW DATES \_\_\_\_\_

CONTACT NAME/PHONE NUMBER \_\_\_\_\_

**Trade show fees will be charged by square footage. Inspection time is included in the fee. Fees are doubled if plans are submitted less than 14 days prior to the event.**

- Less than 30,000 sq. ft. (maximum of 3 hours) \$141.00
- 30,001 to 150,000 sq. ft. (maximum of 4 hours) \$188.00
- 150,001 to 300,000 sq. ft. (maximum of 6 hours) \$282.00
- 300,001 to 450,000 sq. ft. (maximum of 9 hours) \$423.00
- 450,001 to 600,000 sq. ft. (maximum of 11 hours) \$517.00
- 600,001 to 820,000 sq. ft. (maximum of 14 hours) \$658.00
- 820,001 to 850,999 sq. ft. (maximum of 15 hours) \$705.00
- Over 851,000 sq. ft. (maximum of 21 hours) \$987.00
- Expedited plan check service per hour (2 hour minimum) \$65.00  
 Prior approval required:  Yes  No Fire Dept. approval by: \_\_\_\_\_
- Plan check re-submittal fee \$65.00  
 (applicable after the second re-submittal)

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Make checks payable to: CITY OF ANAHEIM  
To schedule an inspection, call (714) 765-4040, between the hours of 8:00 A.M. to 5:00 P.M.  
For applicable plan check and permit fees refer to Resolution 2005-122

OFFICE USE ONLY

Amount Received \_\_\_\_\_ Date \_\_\_\_\_  Check No. \_\_\_\_\_  Credit Card \_\_\_\_\_  
Approved By \_\_\_\_\_ Approval Date \_\_\_\_\_