

## **KCC & WFEH Exhibitor/Vendor Fire Marshal Rules**

### **Aisles/Exits/ Doorways:**

- All required exits, including entrance and lobby areas of each hall, will be unlocked and kept free of exhibits, booths, tables, registration desk, and all other obstructions during show hours.
- Emergency Exit signs or Exit doors cannot be blocked unless prior approval from Event Manager and Fire Marshal.
- A large, legible EMERGENCY EXIT sign must be displayed when existing Emergency signs are not visible, but are accessible.
- All electrical cords must be taped down with a bright colored (not black) tape when going across any exit doors or aisles.
- Items are not permitted to store in a Fire Stairwell.
- At All Times:
  - Fire extinguishers, fire hoses, sprinkler closets, alarms, pull down stations, and AED machines must be visible and accessible.
  - During event set-up and move-out, "Freight Free aisles" must be maintained and kept clear.
  - Exhibit crates, boxes, and cartons cannot be placed in these aisles.
  - All Fire Extinguishers must have 3 feet of access around it.
  - Clear access is to be maintained to exhibit halls, concession stands and restrooms.
- Aisles and exits as designated on approved floor plans must be kept clean and clear of obstructions. Booth construction must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles.

### **Cooking Areas Tent/Trailers Outside:**

- A 5lb. Type ABC fire extinguisher is required for each cooking vendor.
- Deep fryers with grease cooking need a K-type fire extinguisher.
- No open flames are permitted underneath any tent or canopy.
- Solid fuel cooking (charcoal, wood) must be 10 feet away from tents & buildings.
- Propane cooking is allowed under a tent with the proper fire extinguisher.
- All LP/CO2 tanks must be secured.
- Tent must contain a permanently affixed label bearing the identification of size and fabric/material type.
- Fire inspection, if required, shall be completed before cooking is allowed on City property.

### **Cooking and Warming Devices:**

All food preparation/cooking which is part of a demonstration or an exhibition in an assembly occupancy will be accomplished by means of electrical cooking devices. These cooking devices and their power supply will be governed and regulated by such applicable codes.

- Portable/Electric cooking devices shall be permitted as follows:
  - Must be placed on a non-combustible surface.
  - Must be separated from another device or combustible material by a minimum horizontal distance of two (2) feet.
  - A 5lb. ABC Fire Extinguisher must be located at each booth where cooking-warming devices are utilized.
  - L.P. gas cylinders and open flame cooking devices are forbidden.
  - Cooking with a sterno or butane cooktop will require a fire extinguisher to be at every station.
  - Ovens may be used inside the building contingent on what is cooking and ventilation needs. Must have prior approval from Event Manager.
  - N Propane tanks, turkey fryers, deep fryers, or grills are allowed inside or outside the facility.
  - An electric deep fryer may be used, but a class K fire extinguisher is required at the booth. Licensee or exhibitor must provide their own Fire extinguisher; KCC and WFEH does not have them to rent.

### **Food & Beverage Guidelines:**

- Sample food and/or beverage products may be distributed after a sampling request form has been submitted. Must have prior approval from the Director of Food and Beverage.
  - Such samples must comply with the established sample size policies.
- No outside food or beverage of any kind is permitted inside the building.

### **Electric:**

- All electrical cords must be taped down with a bright colored (not black) tape when going across any exit doors or aisles.
- No daisy chaining on power strips (plugging a power strip into another power strip).
- All electrical cords underneath carpet or across a pedestrian pathway must be taped down with a bright colored tape.

## **Fire Codes:**

- No display or exhibit shall be installed or operated if it interferes with or blocks a required emergency exit, exit, or exit sign, or firefighting equipment.
- All exhibit booths shall be of either non-combustible material, fire-retardant treated wood, or any other materials fire treated in an approved manner.
- All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc. must be fire-retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire-retardant materials and be certified as flame retardant. Samples must be available for inspection.
  - Approved Examples: drape, signs, banners, acoustical materials, bale of hay, moss, split bamboo, plastic cloth.
  - Not approved Examples: Oilcloth, tar paper, sisal paper, nylon, orlon.
- Mulch must be wet and 1 (one) foot deep or less. Mulch must be watered each night at end of show, not in the morning.
- Pine straw or hay are not permitted in the KCC or WFEH unless it is left in the bale, is fire retardant, and used for decoration. Must have prior approval from Event Manager and Fire Marshal.
- Electronic, vapor, or regular cigarettes are not permitted in the building. There are designated smoking areas outside of the building.
- Selling of electronic or vapor cigarettes are not permitted in the facility apart from prior approval from Event Manager and Fire Marshal.
- Flammable or combustible liquids, hazardous chemicals or materials, Class II lasers, blasting agents, and explosives are prohibited.
- Any Pyrotechnics must fill out the Pyrotechnics permit form and get approval.
- Any Compressed natural gas (CNG) or propane (L.P.) field is Prohibited inside or outside the building.
- Fire Extinguishers as required by the Fire Marshal must be supplied by the exhibitor or licensee; KCC and WFEH does not have them to rent.

## **Candles:**

- All candles must be in an enclosed container.
- Open flames are prohibited inside the facility.

## **Trailers:**

- One (1) fire extinguisher is required for every 3000 feet.
- A trailer may be used as signage; people climbing or shopping inside the trailer is prohibited.
- 20'x20' trailer may enter the building with prior approval from Event Manager.
- Trailers that will contain people walking inside must have prior approval from the Event Manager and Fire Marshall.

## **Exhibit Structures:**

- Exhibits with solid walls, multiple levels, stairs, or canopies/tents over 300 square feet must submit a floor plan of structure & fill out an application for building permit with the City of Knoxville Building Inspections and Plans Review Department. There must be a licensed structural engineer's stamp of approval on all plans.
  - Please go to the City of Knoxville website at [www.knoxvilleTN.gov](http://www.knoxvilleTN.gov), send an email to [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov), or call (865) 215-3669.
- All Exhibit Structures shall be made of non-combustible material, fire retardant treated wood, or any other materials fire treated in an approved manner. Expanded foam materials shall be fire-retardant.
- Structurally, any "build-up" (or double decker) booth shall have the stamp of a qualified structural engineer attesting to its construction standards.
- All electrical installation shall be standard 3-wire ground wire in conduit. Particular attention shall be paid to neon electrical installation due to high voltage and breakable nature of this type of lighting. Exposed wire of any sort is never allowed.
- All booths constructed within an exhibit hall shall provide for the safe exit of occupants. Two means of exit are required from exhibits, rooms, decks, or platform areas where:
  - The intended occupant load of the exhibit exceeds 50 persons.
  - The floor area exceeds 1,600 square feet.
  - The distance from any point in the floor area to an aisle exceeds 50 feet.
- Structures up to 12 feet high must withstand a wind force of 5 pounds per square foot. All construction will meet local, state, and federally mandated codes.
- Guardrails must be provided for all moving equipment as well as hand and eye shields for all heat generating.
- All exhibits, towers, and other components over 12 feet high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer and a structural permit filled out and turned into the City of Knoxville Fire Marshal's office.
- Stairs shall be:
  - A minimum of 36 inches wide.
  - Stair risers must be between 4 inches and 7 inches in height.
  - Treads must have a minimum run of 11 inches, exclusive of nosing.
  - Curved or spiral stairs are not recommended for areas occupied by the public, visitors, or clientele. Such stairs use is prohibited without the prior approval of the local Fire Marshal.
  - Handrails must be on all sides of every stairway.

### **Exhibits with Enclosed Areas, with Ceilings:**

- Covered or roofed areas shall be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area, per local code.
- There must be fire extinguishers, minimum 5 Lb. ABC, in each enclosed area.
- There must be a locally approved Fire Watch for an enclosure larger than 300 square feet.

### **Exhibits with Multiple Levels:**

- The upper level must be able to support a live load of 100 lbs. per square foot.
- Guardrails must be at least 42 inches in height, and they must have intermediate rails that are six inches or less apart.
- For occupancies of 50 people or fewer, stairways must be at least 36 inches wide. For occupancies of more than 50 people, stairways must be at least 44 inches wide.
- Stairways must be able to support a live load of 75 pounds per square foot.
- Exhibits with an occupancy factor of twenty-five or more people, or where the upper deck size exceeds 500 square feet, require stairways from the upper deck that are separate and remote from each other.
- Covered or roofed areas shall be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area, per local code.
- There must be a fire extinguisher, minimum 5 lb. ABC, in each enclosed area covered by the floor above.
- There must be a licensed structural engineer's stamp of approval on all plans and a structural permit filled out and turned into the City of Knoxville Fire Marshal's office.
- A locally approved Fire Watch is required for an enclosure larger than 300 square feet.
- A clear firebreak of at least 10 feet must be provided between the double deck in a covered area that exceeds 1,000 square feet.

### **Cold Sparkler Boxes:**

- The use of this product requires a license exhibitor, licensed operator, and a display permit when used in a public display. A pyro permit through the City Fire Marshal's office must be submitted. The TN State Fire Marshall must permit for approval.
  - NFPA 1126 defines a pyrotechnic device as "any device containing pyrotechnic materials and capable of producing a special effect" and further defines pyrotechnic material as "a chemical mixture that contains sufficient oxygen or oxidizing agent required to initiate or maintain combustion and is used in the entertainment industry to produce visible or audible effects by combustion, deflagration, or detonation."

### **Tents/ Enclosed Structures:**

- A structure/tent maximum size of 12 feet x 10 feet or 120 square feet can have a roof contingent on there being no sides.
- A structure smaller than 12 feet x 10 feet can have a roof and sides.
- Any enclosed space larger than 12 feet x 10 feet or 120 square foot space must be approved by the Event manager and Fire Marshal at least 60 days prior to contracted move-in day. A floor plan of the structure/tent must be submitted to the Event Manager.
- Any enclosed space larger than 300 sq. ft. space must have a sprinkler system underneath it and smoke detectors. There must be a locally approved Fire Watch during event hours at \$43 an hour with a 4-hour minimum.
- NO SMOKING signs must be installed in any tent/structure.
- One 5 lb. ABC fire extinguisher must be present for 500-1,000 square feet with one additional fire extinguisher per 2,000 square feet.
- Exits must be clearly marked and exit curtains must be a contrasting color.
- The unclosed structure/tent must be fire resistant per the Fire Code Chapter 8, with documentation on site.
- Proper aisles must be maintained.
- The number of exits required by occupancy load:
  - 0-199 – 2 exits per tent
  - 200-499 – 3 exits per tent
  - 500-999 – 4 exits per tent
  - 1,000-1,999 – 5 exits per tent
  - 2,000 – plus – 6 exits per tent

### **Sparklers:**

- In accordance with Article 220 of the City of Knoxville Ordinance – fireworks are regulated by the Fire Marshal's office and a permit is required for Class C fireworks.
- Sparklers are classified as Class C fireworks. The meeting planner contracts with a state licensed pyrotechnic company to submit the permit request to the Fire Marshal's office for the scheduling of a Fire Marshal to be on site during the demonstration as well as to provide all supplies for the demonstration.
- Although sparklers are permissible under the above conditions, they may be cost prohibitive to your event. The permit fee is \$50, the Fire Marshal on site fee is \$200, and the minimum on electronic firing systems with professional gerbs (non-handheld sparklers) fee is \$2500-\$3000. In addition to these costs, the Knoxville Convention Center's concrete cleaning fee is \$250.