



Rules and Regulations



- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701*. This will require the material to have a 1 X 4 inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
- Plywood less than ¼" in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
- Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm horn/strobe be blocked or covered.

Common Questions:

Q: Can I have food and drink service for a reception on the show floor in the aisles?

A: If you are planning on having reception type food and drink service on the show floor please take this into consideration when laying out the show. The Fire Marshal and the Convention Center can assist you in designating approved cross aisles for these services.

General Requirements:

- The trade show/exhibition shall be set up per the Fire Department approved plan(s).

Common Questions:

Q: When should I submit floor plans?

A: Floor plans for exhibit halls and pre-functions are required at a minimum of 30 days prior to move-in. We recommend that you send any preliminary plans you may have prior to booth sales.

Q: What size do the plans need to be?

A: To help save our natural resource we ask that plans be submitted electronically in AutoCAD 2007 or Adobe PDF format to your Event Manager. If you desire to send printed copies please send 8 copies in 1/16 or 1/32 scale.

Q: How will I know if the plan are approved?

A: A stamped copy will be sent to you for your records. The plans will be stamped "Approved" or "Approved as Noted". "Approved as Noted" will contain notes on the plan. If the plan is not approved it will be stamped "Not Approved" and will need to be resubmitted. Corrections required will be provided. If the plan(s) came from your general service contractor/decorator they will be returned to them. A copy of the plan will also be provided to the in-house electrician, caterer, AV company and security company if applicable.

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- A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, standpipe connections, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles. NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.

Common Questions:

Q: Can I just move the blocked extinguishers out of the cabinet?

A: No. The building's fire extinguishers shall not be removed from the cabinets. You or your decorator will need to provide one. Most general service contractors/decorators can provide this service.

- Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.

Common Questions:

Q: Where can I store these items?

A: You can make arrangements to have your general service contractor/decorator provide storage on the dock or you can arrange, through your Convention Center's Event Manager, to use one of the registration storage rooms in the lobbies.

- Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options
- All ordinary combustible freight storage in the lower truck docks shall be limited to 12" in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
- Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet (i.e. recreational vehicles, mobile homes, tents, simi trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
- Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.

Common Questions:

Q: When does this apply?

A: Some show floors will have a large bulk booth with drape around it like a book store or merchandise shop. If additional exits are required they will be noted on the approved plan.

- Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed and approved by the Phoenix Fire Department and, if applicable, the Building Safety Department prior to setup in the facility.
- Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.

- Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.

Common Questions:

Q: If I want to direct people to a particular exit can I block the other exits?

A: No. If you desire to have attendees exit through a particular door the other exit doors may have a sign placed on them that reads "Emergency Exit Only".

- Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. NOTE: This width may be increased based upon the show type and setup.
- Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.

Liquid and Gas Fueled Vehicles and Equipment for Display:

Common Questions:

Q: Who inspects the vehicle?

A: The in-house event security company providing your event security will inspect the vehicles. Two inspections will be conducted. The fuel will be check prior to entry to the exhibit hall and another will be conducted once the vehicle is set in the booth with the fuel cap and battery secured.

Q: Is there a fee for the inspection?

A: While there is no fee for the vehicle display and inspection there will need to be adequate guard staffing to conduct the inspection. If you are planning on having vehicles please advise the in-house security company so they can add staff to ensure no delay in the inspection process and subsequent delay in the show opening.

- All fuel tank fill caps shall be self locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.

Common Questions:

Q: What about Simi trucks?

A: We understand that Simi trucks cannot operate with 5 gallons or less of fuel down or up the ramps to the exhibit halls. Therefore, if the Simi's tractor is on display it shall have the smallest amount of fuel in its tank to make it into the exhibit space.

- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.

Common Questions:

Q: What if the exhibitor requests to display the vehicle's sound or electronics?

A: The in-house electrical company can provide shore power to the vehicle. The exhibitor will need to provide an inverter.

- CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.
- RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

Cooking and Warming Devices:

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Cooking and warming devices shall be isolated from the public by placing the devices a minimum 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).

Common Questions:

Q: Does this mean an exhibitor cannot cook in the booth next to an aisle?

A: No. Exhibitors can cook in the booths provided the distance or barrier requirement above is met. This will require the cooking to be done at the rear of the booth or at the front with a barrier as stated above.

- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or solids must be made of a non-combustible material.

Common Questions:

Q: Does this mean the table needs to be metal?

A: No. The table's surface needs to be non-combustible. This could be a wooden table with a metal sheet or buffet pan beneath the cooking device.

- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- An approved 20BC rated dry chemical fire extinguisher shall be provided within 30 feet of deep fat fryers using animal based oil.

- A wet chemical type “K” fire extinguisher shall be located within 30 feet of any cooking device that utilizes vegetable based oil.
- Butane burners are allowed provided that the following are met:
 - a. The cylinder(s) and appliances shall be listed.
 - b. Appliances shall not have more than two (2) 10 ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the devices cooking well.

Electrical:

Non-grounded two (2) wire 110v extension cords are **NOT** permitted. Most of these cords are only listed for residential use.

- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer’s instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.
- All electrical cords, devices and equipment shall be free from defects and operated per their manufacturer’s instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a #2 pencil size they may be taped down. The tape shall cover the cord in a parallel direction.

Hazardous Material:

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED**:

- LPG cylinders in excess of 2.5 pounds (1 kg) water capacity
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics (i.e. liquid nitrogen, liquid oxygen), unless approved by the Fire Marshal

Open flame Devices:

Open flame devices are **PROHIBITED** with the exception of the following:

- Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
- Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30 feet.
- Candles that have been pre-approved by the Fire Marshal and Phoenix Convention Center.

Fire Watch:

A fire watch, in accordance with the 2006 Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants.