

3. No vehicle shall be started or operated within building during exhibit hours.

4. All battery cables shall be disconnected from the battery terminals and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all exposed metal.

5. Fueling or defueling is prohibited inside the building.

6. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.

7. Vehicles leaking fuel or other liquids shall be removed from the building.

8. LPG/CNG tanks must meet one of three requirements: 1) purge tank 2) remove tank 3) disconnect and cap tank.

9. The number of vehicles being operated inside the building during set-up and tear down shall be limited to two (2) vehicles so as to limit the toxic gas inside the building.

10. The location of vehicles or equipment shall not obstruct or block exit egress, exit doors, or fire extinguishing equipment.

2) Open Flame Devices - Open flame devices are prohibited.

Exceptions:

A. A small number of candles or decorative lighting may be used when approved by the Fire Marshal or his/her authorized representatives. Candles and other decorative lighting shall comply with the following:

1. Liquid or solid-fueled devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel or wax at a rate of more than ¼ teaspoon per minute if tipped over.

2. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. **Exception:** Devices that self-extinguish if tipped over and do not spill fuel or wax at a rate of more than ¼ teaspoon per minute

3. Flame shall be enclosed, except as follows:
a. Opening on sides shall not be more than 3/8 inch in diameter
b. Opening on top shall be distance such that a single layer of tissue placed over opening will not ignite in 10 seconds.

3) Food Preparation and/or Warming devices - Devices that produce grease-laden vapors shall be **ELECTRIC**.

Single-well warming equipment using combustible oils or solids may be used for warming trays, e.g. "sterno". Cooking devices shall be approved by a recognized testing laboratory such as UL. Cooking and warming devices shall comply with the following:

A. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of 4 feet back from the front of the booth, or providing a shield between the cooking and/or warming device and the public.

B. Demonstration cooking or food preparation shall not create an excessive amount of grease-laden vapors.

C. Individual cooking and/or warming devices shall not exceed 288 square inches of surface area (12" x 24").

D. Non-combustible lids shall be available for immediate use for each cooking or warming device.

E. The surface holding the cooking and/or warming device shall be of noncombustible material.

F. A minimum of 2 feet shall be kept between devices.

G. Combustible materials shall be kept a minimum of 2 feet away from any cooking and/or warming device.

H. A class "K" or 2-A:10B:C fire extinguisher shall be provided within any booth that utilizes cooking and/or warming devices.

I. All heat producing food preparation equipment or warming devices shall be constantly attended.



**Your cooperation in maintaining safety
in our building is appreciated.
Have a successful event.**

Waco Fire Department

1016 Columbus Ave ~ Waco, TX 76701
(254) 750-1740

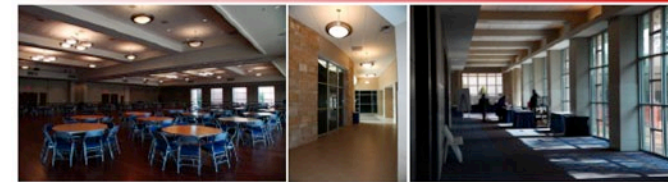
Waco Convention Center

100 Washington Ave ~ Waco, TX 76701
(254) 750-5810

Waco Fire Department

Fire and Life Safety Guidelines
Trade Shows, Public Events,
and Performances

Waco Convention Center



**EXHIBITORS ASSUME ALL RESPONSIBILITY
FOR COMPLIANCE WITH ALL CITY AND STATE
ORDINANCES AND REGULATIONS INCLUDING
THOSE COVERING FIRE AND SAFETY.**

Welcome to the City of Waco
This brochure has been prepared
to assist you in making your
exhibit fire safe and conform to
Fire Codes

Exhibitors General Requirements

- 1) Flame Retardant Treatment- All decorations including but not limited to drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, woodchips and foam core shall be rendered flame retardant.
- 2) Exit signs shall be visible from any location in the room. If not, temporary signs shall be posted.
- 3) Exit signs shall be clear of all obstructions at all times.
- 4) Booth construction shall be substantial and fixed into position for the duration of the exhibit. Chairs, signs, and demonstration areas shall not be placed in the required width (minimum of 8 feet) of any exit.
- 5) All exits within the building shall not be obstructed in any manner and shall remain free of any material where its presence would obstruct or render the exit hazardous.
- 6) Compressed **flammable** gases are prohibited inside building. One-pound cylinders for jewelry manufacturing are acceptable. Exception: The limited use under special circumstances may be allowed when approved by the Fire Marshal or his/her representative. Stipulations shall be written for each exhibit and/or show.
- 7) Compressed gas cylinders shall be adequately secured to prevent falling or being knocked over. (such as helium tanks)



8) Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times.

Temporary Electrical Installations

- 1) All appliances, cords and other devices must be manufactured as a unit at the factory and be UL listed.
- 2) An appliance or fixture is a device or machine that is operated by electricity to perform a task or function. A table lamp is one type of appliance.
- 3) In the event that extension cords are used, they must be an approved electrical cord and be at least 14-gauge 3-wire grounded type cord. Two wire ungrounded cords (zip cords or rip cords) are NOT ALLOWED.
- 4) Extension cords are permitted only with portable appliances or fixtures while in immediate use, in accordance with the following:
 - A. Each extension cord shall be plugged directly into an approved receptacle and shall, except for multi-plug extension cords, serve only one device.
 - B. The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture and shall be plugged directly into an approved receptacle.
 - C. Neither extension cords nor strips shall be "Daisy Chained" together or plugged into each other.
 - D. The extension cord is maintained in good condition without splices, deterioration or damage.
 - E. The extension cord shall be the grounded type. (3-wire cord)
 - F. Electric cords shall not be affixed to structures; extended through walls, ceilings, under doors, or run under carpet or rugs. *Exception: feed cords provided by the Center with no fittings under carpet or rugs.*
 - G. Cords shall not be subject to environmental or physical damage.
 - H. Cords across aisles shall be protected by a threshold or run above floor at a minimum height of 6'8" and supported with approved electrical strain relief devices.



- 5) **The use of multi plug adapters are prohibited, except for power taps or power strips that are UL listed and are approved multiple outlet devices that are polarized and grounded with a built in breaker or fuse.**
- 6) Power strips shall be directly connected to an approved receptacle and shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. **Power taps or power strips are only to be used with electronic devices.**
- 7) All spliced wires, electrical devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

Special Requirements

- 1) **Vehicles**-The Fire Marshal's Office must be notified in advance if motorized vehicles are to be displayed during an exhibit.



A. Display vehicles shall conform to the following requirements:

1. All fuel tanks shall not exceed ¼ of the tank capacity or 5 gallons, which ever is less.
2. All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.