

PALM SPRINGS FIRE DEPARTMENT  
REGULATIONS FOR TRADE SHOW EXHIBITORS, CONVENTIONS AND  
SPECIAL EVENT GATHERINGS



BASED ON THE 2010 CALIFORNIA FIRE CODE

# **FIRE DEPARTMENT REGULATIONS**

For Additional Information Contact:  
Palm Springs Fire Department  
Fire Prevention Bureau  
(760) 323-8186

## **Special Event Application**

Applications must be submitted to the Palm Springs Fire Department at least 30 days prior to the event for review and approval (for Palm Springs Convention Center events, submit to the convention center event coordinator). No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and received by the Fire Marshal 21 days prior to the event.

The application packet submitted to the Fire Department must include the following:

1. Application Form/Cover Sheet
2. Floor Plans
3. Special Conditions – Provide description and plans where necessary

### **Application Form Cover Sheet** (must include the following)

1. Name of the event
2. Date(s) of the event
3. Set up and move-out dates
4. Estimated number of attendees at any one time
5. Event Coordinator contact information – Name, address, phone number(s)  
Note: This should include contacts for individuals that can provide detailed information about set up and operation of the event.

### **Floor Plans** (must include the following)

1. Detailed physical layout of the event to include exhibit/booth floor plans
2. Floor plan submittal (8½"x11" or larger) must specify:
  - Dimensions and locations of all aisles and cross aisles
  - Proposed locations of tables, chairs and any other portable objects specific to the event
  - Size and location of stage(s) or other performing areas
  - Access to exits and exit locations
  - Location and accessibility of all required fire alarm "pull stations", fire extinguishers and hose cabinets
  - Occupant load calculations (shall not exceed posted limits for the use)

## Special Conditions

If the following situations and/or conditions are desired to occur inside the facility, detailed plans of use must be included:

1. Displays and operation/use of any open flame, candles, lamps, etc.
2. Indoor cooking
3. Use of Liquefied Petroleum Gas (LPG)
4. Use, handling or storage of any pyrotechnic materials or devices
5. Covered exhibit booths, tents, canopies greater than 100 square feet
6. Indoor display of vehicles, boats or other motor craft

## Fire Department Approval of Floor Plans

Plans must be approved by the Fire Department prior to any event set up. Copies of the approved plans will be returned to the facility prior to the event set up. Approvals are subject to final inspection by an authorized Palm Springs Fire Department Prevention representative. A copy of the approved floor plans will be kept on file with the Fire Department and with the event manager. No modification of the set up shall occur once the approved plan has been established without prior written approval from the Fire Department. Inspections will be conducted according to the approved floor plans.

## Inspection of the Event

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Palm Springs Fire Department. These inspections may include:

1. A walk-through inspection with the event coordinator or the authorized representative and members of the Fire Prevention Bureau prior to the event opening to the public.
2. Daily visits by members of the Fire Prevention Bureau (once the event has opened), as well as on-duty members of Fire Department Companies, as necessary.
3. During the closing (move-out) and removal of materials used in the event, members from the Fire Prevention Bureau may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.
4. Any violations noted shall be corrected immediately or within the time frame agreed upon.

### Standby Personnel

Whenever, in the opinion of the Fire Marshal, the safety of the public is at risk, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more Fire Department approved persons to perform the duties of Standby Personnel. If Fire Department personnel are used, the event will be billed at the current fully-burdened rate.

### Storage

Storage of packing materials and surplus literature shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. Cardboard boxes or any combustible materials may not be stored on top of or near any electrical wiring in the spaces behind the back wall drapery (booth) or behind any display.

### Combustible Waste

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by the Fire Department to cause hazardous conditions.

### General Safety Provisions

1. Addition fire extinguishers may be required as determined by the Fire Department.
2. Compressed gas cylinders shall be secured from tipping.

### Stopping the Event

Upon finding any overcrowded condition or obstruction in aisles, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the Fire Department has authority to stop the performance, presentation, spectacle, or entertainment until such conditions or obstructions are abated.

## **SPECIFIC REQUIREMENTS**

### **Structures and Exhibit Booth Requirements**

1. Booths shall be constructed of non-flammable or fire retardant treated materials (see interior finish/decorative materials below).
2. Aisles between booths shall be a minimum of 10'.
3. Booths shall be placed in such a manner that facility exit doors and fire protection equipment are not concealed.
4. 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.
5. All electrical fixtures and appliances must be approved in accordance with the National Electrical Code (see electrical requirements below).
6. Booths 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 shall provide the following:
  - 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.
  - 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. Booth diagrams are reviewed for fire requirements only, not for structural stability.
  - Covered booths with a cover greater than 100 square feet shall be protected internally by a smoke detector that will sound a local alarm.
  - Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least two separate exits. Additional exits may be required on a case-by-case basis.
  - Occupant load must be calculated and submitted on the plans.

### **Decorative Materials, Interior Finish and Furnishing Requirements**

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic displays, canvas, cardboard, plastic cloth, and certain other plastic materials etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution applied by a contractor licensed by the California State Fire Marshals Office. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing.
2. Wood materials less than ¼" nominal thickness shall be treated with a flame-retardant coating in accordance with nationally recognized standards.
3. A Certificate of Flame Resistance accompanied with an attached fabric sample shall be available for review by the Fire Marshal at time of floor plan submittal.
4. Sisal paper, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.

5. Materials in violation shall immediately be removed from the building.
6. Table cloths must lay flat in the immediate area of ignition sources.

## **Seating, Aisles and Table Requirements**

### Seating

1. When seating rows have 14 or less seats, the minimum clear width between rows shall not be less than 12" measured as the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind.
2. Seating rows and folding chairs that are not fixed to the floor shall be bonded together in groups of three (3) or more.
3. All seating plans shall provide accommodations for attendees with disabilities. Wheelchairs, scooters, walkers, strollers, etc. shall not obstruct aisles.
4. Combustible materials and/or storage are prohibited beneath bleachers.

### Aisles

1. Designated aisles with seating on both sides shall be not less than 42" wide of clear unobstructed space. Aisles with seating on only one side may be 36" wide of clear unobstructed space.
2. Aisles shall terminate in a cross aisle, foyer or exit.

### Banquet Tables

1. Spacing of banquet tables shall be placed not less than 60" apart and not less than 60" from walls.
2. Tables shall be arranged so that no more than three (3) tables need be passed to reach an aisle, cross aisle, foyer, or exit.  
Exception: Spacing of banquet tables placed 72" apart or greater and not less than 60" from walls will not require access to an aisle, cross aisle or Foyer.
3. For banquet table settings, aisles and cross aisles shall be not less than 60" wide of clear unobstructed space.

## **Maintenance of the Means of Egress**

1. Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the areas served by such exits are occupied.
2. Means of egress shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous.
3. Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstruction shall not cover them.
4. Furnishings, decorations or other objects shall not be placed so as to obstruct exits. Hangings and draperies shall not be placed over exit doors or otherwise be located to conceal or obstruct an exit.

5. The number of people within the building or room(s) shall not exceed the posted occupancy capacity.

### **Electrical Requirements**

1. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact.
2. Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
3. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
4. Extension cords shall be maintained in good condition without splices, deterioration or damage.
5. Extension cords shall be grounded when serving grounded portable appliances.
6. Open junction boxes and open-wiring splices shall be prohibited.
7. Multi-plug adapters, such as cube adapters, un-fused plug strips or any other device not complying with the California Electrical Code shall be prohibited.
8. Re-locatable power taps shall be of the polarized or grounded type, equipped with over current protection, and shall be listed in accordance with UL 1363.
9. Re-locatable power taps shall be directly connected to a permanently installed receptacle.

### **Vehicle Display Requirements**

Liquid or gas-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. Batteries are disconnected.
  - a. Exception: Electric vehicles
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less).
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or de-fueled within the building.

## Open Flame Requirements

Open-flame devices shall not be used in Assembly occupancies.

### *Exceptions:*

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
  - Where necessary for ceremonial or religious purposes
  - On stages and platforms as a necessary part of a performance
  - Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
  - Heat-producing equipment complying with Chapter 6 and the California Mechanical Code.
  - Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.
2. Class I and II flammable liquids and LP gas shall not be used.
3. Open flames such as from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.
4. Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.
5. Religious ceremonies: When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.
6. Theatrical performances: Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160.
7. Open-Flame Decorative Devices (candles)
  - Liquid or solid fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
  - 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 when tipped over and don't spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
  - The flame must be completely enclosed. Openings on the sides must not be more than 3/8" in diameter. When the opening is on the top, the opening must be at a sufficient distance from the flame such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
  - Fuel canisters shall be safely sealed for storage.
  - Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.
  - Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.



## **Cooking/Warming Device Requirements**

Cooking and/or warming devices that produce grease laden vapors shall be electric.

*Exception:*

1. Approved cooking devices that use no more than two (2) non-refillable LPG containers (1-pound water-weight) connected directly to the appliance at any time.
  - Cooking/warming devices shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
  - Individual cooking/warming devices shall not exceed 288 square inches of surface area (12" x 24")
  - The surfaces on which cooking appliances are located shall be constructed and arranged so that proximity to combustibles will not pose a fire hazard.
  - Fire protection shall be provided with any booth utilizing cooking/warming devices. A 2A-10B:C rated fire extinguisher and a lid for smothering. Extinguishers shall be no more that 30' from the cooking equipment.
  - Fire protection shall be provided with any booth utilizing cooking/warming devices with vegetable or animal oils and fats. A "Class K" rated fire extinguisher and a lid for smothering. Extinguishers shall be no more that 30' from the cooking equipment.
  - Any additional requirements shall be determined by the Palm Springs Fire Department for each event.
2. LPG containers shall not be manifolded.
3. Cooking booths shall be separated by a minimum distance of 20'
4. Sterno may be used for warming trays.
5. Cooking devices shall be approved by a recognized testing laboratory (UL or FM).
6. Other open flame devices are prohibited.

## **Raised Platform Requirements**

1. Guard-rails shall be located along platforms, stages, open-sided walking surfaces, stairways, ramps and landings that are located more than 30" above the floor.
2. Guard-rails shall form a protective barrier not less than 42" high, measured vertically above the leading edge of the tread, adjacent walking surface or adjacent seat board.

Exceptions:

- On the audience side of stages and raised platforms, including steps leading up to the stage and raised platforms.
- On raised stage and platform floor areas, such as runways, ramps and side stages used for entertainment or presentations.
- At vertical openings in the performance area of stages and platforms.
- At elevated walking surfaces appurtenant to stages and platforms for access to and utilization of special lighting or equipment.

### **Pyrotechnics and Special Effects Requirements**

1. The display of fireworks, including proximate audience displays and pyrotechnic special effects in theatrical, and group entertainment productions, shall comply with this chapter and *Title 19 California Code of Regulations, Chapter 6 - Fireworks*.
2. The pyro-technician is to contact the Fire Marshal prior to setup for specific requirements.
3. All pyrotechnics and special effects require a permit and special inspection.

### **Tents, Canopies and Membrane Structure Requirements (exterior)**

1. A separate permit is required for the erection of tents, canopies and membrane structures.