Fire and Safety Requirements

Display Vehicles:

When exhibiting motor vehicles inside the Center the following requirements must be abided by:

- Disconnecting the battery
- Reducing the amount of gas to ¼ tank or less
- Locking or taping shut the gas cap
- Using a drip pan under vehicle's engine
- Avoiding all carpeted areas of the building

Cooking:

The Cleveland Fire Department may require a test of all cooking equipment prior to the opening event. Additional requirements include:

- Food producing grease-laden vapor is prohibited.
- Cooking and heating devices shall be placed on non-combustible surface and separated two feet from any combustible item and separated from the public by four feet.
- Each exhibitor must provide a 20-pound BC fire extinguisher, or an approved automatic extinguishing system located in their booth.

Multi-Level Booths:

- A detailed scaled plan must be submitted and approved by the Center. Plans must include registered architect or engineers' signature or stamp, show name and dates, directional information and exhibit dimensions.
- Exhibitors must post maximum occupancy for second level at the base of the structure as well as all applicable safety/egress codes, exit signage and size of stairwells.
- Battery operated smoke detector with audible alarm must be installed in the exhibit booth.
- A 20-pound BC rated fire extinguisher must be installed inside the booth and readily visible.
- Must be approved by Cleveland Fire Department or the Center.

Covered Exhibits of 300 Square Feet or More:

- A portable fire extinguisher must be mounted in a visible location for any covered structure of 300 square feet or more.
- Materials or decor must be made of non-combustible materials and a certificate of treated materials must be present upon request.
- Battery operated smoke detector with audible alarm must be installed in the exhibit booth. A 20 lb. BC rated fire extinguisher must be installed inside the booth and readily visible.

Fire and Safety Requirements

Open Flame:

The use of open-flame devices is not permitted within the facility. This includes votive candles. LED candles are approved.

Compressed Gas:

The use of compressed gas is permitted within the Center with prior approval by the Fire Department under the below conditions:

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe area not accessible to the public.
- Propane tanks larger than one pound must be stored outside of the facility in the designated area located outside of the loading dock.
- Fork lifts are permitted to use propane tanks within the Center during load in and out days as long as they are properly secured and have been properly inspected prior to and after use each day.
- Propane tanks on forklifts must be removed from the Center during all show open hours and stored outside within the approved propane storage locations. A maximum of one propane tank may be left on one forklift in case needed during show hours for any reason.

Floor Plan Layouts:

The exhibit area requires:

- Open emergency exits. Exhibits and/or equipment are not permitted to block exits.
- 10-foot clearance around all emergency exits with clear unobstructed access.
- 15-foot clearance from main entrance/exit.
- Crate storage in designated and approved area(s).
- Final plans must be received for review at least one month prior to the event date. Once received, your Event Manager will have plans reviewed for approval.
- Plans submitted must include the following:
    - CAD format sent to Event Manager in PDF to scale.
    - Aisle size and locations, service aisles, mandatory emergency egress aisles.
    - Exit signs, fire extinguishers, hoses, AED locations and utility floor ports.
    - Exhibit booths, General Service Contractor booths, food stands/bars, registration area, bone yard, and service desks.
    - Pipe and drape lines, baffles and perimeter lines.
    - Name of event, general service contractor, load in, open and load out day(s) of event.