

California Fire Code

Appendix "R"

PART II

PALM SPRINGS FIRE DEPARTMENT

TRADE SHOW & SPECIAL EVENT REGULATIONS



**PALM SPRINGS FIRE DEPARTMENT
300 NORTH EL CIELO ROAD
PALM SPRINGS, CA, 92262**

City of Palm Springs

Fire Department

Fire Prevention Bureau

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PERMIT REQUIRED:

All special events, tradeshows, conventions, public gatherings, or events that require a Land Use Permit (LUP), require an operational permit. Permits are required for outdoor events within fenced enclosures.

Permit Application:

Permit application must be submitted to the Palm Springs Fire Department electronically in PDF format for review and approval a minimum of two weeks prior to the date of the event. Permit applications received less than 14 days prior to an event will incur a double permit fee.

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

- ❖ Application Form/Cover Sheet.
- ❖ Google satellite image of the event site indicating fences, gates and structures.
- ❖ Dimensioned Floor Plans.
- ❖ 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 (static or flow).
5. Event Coordinator contact information including name, address, office number and cell phone number(s).
6. On-site Coordinator (if different from Event Coordinator) including name and cell phone number(s).

Floor Plans: (must include the following)

1. Detailed layout of the event to include exhibit/booth floor plans
2. Floor plan submittal must specify:
 - a. . Roo dimensions.

- b. Dimensions and locations of all aisles and cross aisles.
- c. Proposed locations of tables, chairs and any other portable objects specific to the event.
- d. Size, location and height of stage(s), platforms, or other performing areas.
- e. Access to exits and exit locations.
- f. Location and accessibility of all required fire alarm pull stations, fire extinguishers and hose cabinets. All fire protection equipment and devices shall be shown on the floor plan.
- g. Occupant load calculations (shall not exceed posted limits for the use). Occupant load determination shall be made by the Fire Marshal.

Special Conditions:

If the following situations and/or conditions are desired to occur inside the facility, detailed plans and permits are required:

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 motorcraft.

Fire Department Approval of Floor Plans:

Plans must be approved by the Fire Department prior to any event set up. A copy of the approved plans shall be kept on site. No modification of the approved plans shall be made without Fire Department approval.

Inspection of the Event:

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections may 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 person(s) to perform the duties of life safety standby. When Fire Department personnel are utilized, 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.

General Safety Provisions:

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

Stopping the Event:

Upon observance of any unsafe condition (i.e. overcrowding, egress obstructions, etc.), the Fire Department official has the authority to temporarily or permanently stop the event.

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 feet.
3. Booths shall be placed in such a manner that facility exit doors and fire protection equipment are not obstructed or 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 California 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:
 - a. Two 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.
 - b. 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 persons.
 - c. 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 department requirements only, not for structural stability.
 - d. Covered booths with a cover greater than 100 square feet shall be protected internally by a smoke alarm that will sound a local alarm.
 - e. 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.
 - f. Occupant load must be calculated and submitted on the plans.
 - g. Subject to additional plan review and inspection fees.

Decorative Materials, Interior Finish and Furnishing Requirements:

1. All decorative material, such as 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 be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. Flame retardant shall be applied by a licensed applicator registered with the California State Fire Marshal's Office. Any decorative material 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 included in the 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 be flame resistant and lay flat in the immediate area of ignition sources.

Seating, Aisles and Table Requirements:

Seating:

1. Seating rows shall not contain more than 14 chairs and terminate at an aisle.
2. Chair rows (theater seating) shall not contain more than 14 chairs before reaching an aisle on each side of the row. Events exceeding an occupant load of 200, chairs shall be bonded together in groups

of not less than 3. The minimum clear width between rows shall not be less than 12 inches measured from the back of the row ahead and the nearest projection of the row behind.

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 48 inches wide of clear unobstructed space. Aisles with seating on only one side may be 36 inches wide of clear unobstructed space. Aisle widths may be increased due to the occupant load of the space.
2. Aisles shall terminate in a cross aisle, foyer or exit.
3. Aisles between booths shall be a minimum of 10 feet.

Banquet Tables:

1. Table edges shall be placed not less than 7 feet apart and not less than 4.5 feet from walls.
2. The fire code official has authority to require main aisle and cross aisle minimum widths as deemed appropriate for the event.

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. Exit signs shall be clearly visible at all times. Drapes, signs or other materials shall not obstruct exit signs.
3. Exit doors shall not be obstructed in any manner.
4. The number of people within the building or room(s) shall not exceed the posted or determined occupant load.

Electrical Requirements:

1. Extension cords shall be in good condition and protected from physical damage.
2. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
3. Extension cords shall be grounded when serving grounded portable appliances.
4. Open junction boxes and open-wiring splices shall be prohibited.
5. 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.

6. 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.

Vehicle Display Requirements:

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

1. Batteries are disconnected.
 - a. Exception: At the discretion of the fire official.
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 motorcraft equipment are not fueled or de-fueled within the building.

Cooking / Warming Device Requirements:

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

Exceptions:

1. Approved cooking devices that use no more than two non-refillable LPG containers (1 pound water-weight) connected directly to the appliance at any time.
 - a. Cooking/warming devices 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 sturdy, mounted separation shield between the device and the public.
 - b. Individual cooking/warming devices shall not exceed 288 square inches of surface area (12 inches x 24 inches).
 - c. The surfaces on which cooking appliances are located shall be constructed and arranged so that proximity to combustibles will not pose a fire hazard.
 - d. Fire protection (2-A:10-B:C rated fire extinguisher and a lid for smothering) shall be provided with any booth utilizing cooking/warming devices. Extinguishers shall be no more than 30 feet from the cooking equipment.
 - e. Fire protection ("Class K" rated fire extinguisher and a lid for smothering) shall be provided with any display utilizing cooking/warming devices with vegetable or animal oils, fats, and all solid fuel cooking appliances. Extinguishers shall be no more than 30 feet from the cooking equipment.
 - f. Any additional requirements shall be determined by the Fire Code Official.
2. LPG containers shall not be manifolded.
3. Cooking booths shall be separated by a minimum distance of 20 feet.
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 inches above the floor. Guards and Handrails shall meet the following codes:
 - a. 2016 CFC 1014 Handrails.
 - b. 2016 CFC 1015 Guards.
2. Guard-rails shall form a protective barrier not less than 42 inches high, measured vertically above the leading edge of the tread, adjacent walking surface or adjacent seat board.

Exceptions:

- a. On the audience side of stages and raised platforms, including steps leading up to the stage and raised platforms.
 - b. On raised stage and platform floor areas such as runways, ramps and side stages used for entertainment or presentations.
 - c. At vertical openings in the performance area of stages and platforms.
 - d. At elevated walking surfaces appurtenant to stages and platforms for access to and utilization of special lighting or equipment.
 - e. Exposed edges and changes in elevation shall be delineated with contrasting marking tape.
3. Platforms shall have an occupant load based on 15 square feet per occupant. Occupant load for platforms may be increased to 7 square feet per occupant with the approval of the Fire Code Official.
 4. Platforms will be required to have proper exiting based upon the occupancy load.
 5. Exit signage shall be required at all designated exits.
 6. Platform stairways and ramps shall not obstruct egress components.

Open Flame Requirements:

Separate permit and inspection required.

Pyrotechnics and Special Effects Requirements:

Separate permit and inspection required.

Tents, Canopies and Membrane Structure Requirements (exterior):

Separate permit and inspection required.