

1. **Fire Watch** *(reference 1997 UFC Section 1001.5.3.1, 1001.5.1 and 2501.18)* A Fire Marshal must be hired and present at all times when special effects such as hazers/fog machines, candles, open flames, or pyrotechnics are in use. Your Event Manager will be happy to schedule a Fire Marshal from the Honolulu Fire Department according to your needs. Cost: \$80.00/hour (minimum 4 hours)

2. **Exit Signs** *(reference 1997 UFC Section 2501.14)*  
By design, every room is equipped with adequate exit signs and paths of egress in case of an emergency situation. These exit doors shall never be physically blocked or altered, nor should they be visually blocked or altered unless other “preapproved” measures, which shall be acknowledged in writing by HCC, are taken. If exit signs are visibly blocked, a secondary illuminated exit sign shall be hung to the item visually compromising the permanent existing sign. Please check with your Event Manager for approval prior to visually blocking any exit sign.

Minimum number of available and visible exits are:

- 300-500 pax = 2 exits (serving different pathways)
- 501-1000 pax = 3 exits (serving different pathways)
- 1000 + pax = 4 exits (serving different pathways)

When floor to ceiling drape, curtain, décor or masking of any kind, is used, built and erected, an announcement to the audience of 300 or more is a requirement. A pre-recorded “VOG” (voice of god) or live announcement over the PA system orienting the group of where the marked exits are located, are acceptable means of notification.

*(1997 UFC Section 2501.14, as amended):* “Management shall inform patrons of all required exit locations before each show or event in places of assembly with an occupant load of 300 or more persons”.

3. **Fire Extinguishers** *(reference 1997 UFC Section 1002.1)*  
The Hawai'i Convention Center is has an automatic fire sprinkler system. In addition, fire hose cabinets are provided in the Exhibit Halls and at the Rooftop Garden Terrace. Fire extinguisher cabinets are also provided at multiple locations throughout the building. A fire pump provides water for the sprinklers and fire fighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility.

Additional fire extinguishers (Minimum 2A10BC rated Fire Extinguisher) are needed during all functions which require a fire watch and should include the following locations and as required by the Fire Chief:

- Front of house & tech risers/positions
- Back stage right and left
- Front stage right and left with personnel trained in the proper operation of the fire extinguisher during the fire knife performances.
- Enclosed areas with false ceilings such as closets, offices, tents, etc.

**4. Flame Retardant Certificates** *(reference 1997 UFC Section 1103.3 and Sub-section 3207)*

All decorative materials displayed or installed in the Hawai'i Convention Center must be flameproof in accordance with the Public Safety and Fire Regulations. Certificates for drape, curtain, decorative materials and the like should be submitted to your Event Manager in advance of the installation. HCC does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls.

**5. Fuel** *(reference 1997 UFC Section 2505.1, 2505.2 and 2505.2.3.2)*

Display vehicles are allowed on the Exhibit Hall floor, Ballroom, and limited areas of the public concourses. Regulations on display vehicles are as follows:

- "Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less."
- Gas tank fuel pipe cover taped shut
- Battery cable must be disconnected
- Vehicle must have a piece of carpet or drop cloth with a catch pan under the engine Certificate of Insurance is required and is to be kept on file
- Vehicles displayed in all areas except the Exhibit Hall must be escorted by HCC staff only. Labor charges may apply.

**6. Floorplans**

Before commencing the sale of your exhibit space and entering into contracts with your exhibitors, floor plans must be submitted to your Event Manager for approval. Seven (7) copies of the Exhibit Hall and Lobby floorplans drawn to scale are due nine (9) months prior to your move-in date. These plans must be prepared by you or your general service contractor and sent to the Event Manager. This includes floor plans for exhibit shows and general sessions to be held in the Exhibit Halls or Ballrooms.

Please note these basic rules for exhibit show floor plans:

- Aisles between display areas are ten (10) feet.
- Nothing may intrude into the aisle space.
- Aisles must be configured to provide clear access to exit ways.
- There must be twenty (20) feet of clearance in front of all exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.

Please note that for safety reasons, all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisles must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times. Any changes made to floor plans that have received final approval from HCC must be immediately routed to your Event Manager for review and approval. Floor plan drawings of our Exhibit Halls, Meeting Rooms, and Ballrooms, including those with standard room sets (classroom, theater and banquet), are available from your Event Manager upon request.

7. **Open Flame** (reference 1997 UFC Section 2501.17 and 1109.8 as amended, Exception 4)  
Candles and open flame of any kind require a Fire Watch during the time the devices will be used and should include rehearsal times where necessary.

Fire Knife Dance Performances (as Amended Article 2501.17) require:

- The performance be kept on the stage to maintain proximity distance from audience
- A suitable non-combustible net shall be erected to prevent accidental release on the viewing audience
- Fire extinguishers on both sides of the stage manned with personnel trained in the proper operation of the fire extinguisher.

8. **Smoke and Haze**

Smoke, fog and/or haze machines of any kind require a Fire Watch during the time the devices will be used and should include rehearsal times where necessary.

9. **Pyrotechnics and Lasers**

Requests to use pyrotechnics and lasers must be submitted in writing to your Event Manager **at least sixty (60) days prior to your event.** Requests shall include the type of material being used, quantity, general program & rehearsal dates/times, duration of use and the overall effect and impact on the show. If approved, your Event Manager will advise you of further requirements needed to proceed. For more information, please refer to the Event Planner's Handbook or contact your Event Manager.

***Our number one priority continues to be the safety and well-being of our guests and associates alike. Your Event Manager is available to clarify any of the above stated requirements or address any questions or concerns you may have. We welcome you to contact our Event Services Department at (808) 943-3500 or via email at [eventinfo@hccasm.com](mailto:eventinfo@hccasm.com)***