

## **Floor Plan Approval Process**

### **EVENT FLOOR PLAN APPROVAL PROCESS**

- Three (3) copies of the event floor plans should be submitted to the facility Event Management Department for review and approval at least eight (8) weeks prior to the first show day. The plans should be on appropriate sized paper given the facility space utilized and should clearly show adjacent lobbies and exit ways.
- After facility management review and approval, the Event Management Department will forward plans to the Fire Marshal for review and approval.
- After Fire Marshal review and approval, the Event Manager will return a stamped and approved set of plans to show management and to the official service contractor. The review process generally takes between three and four weeks.
- Floor plans are not considered approved without signed and stamped approval from both facility management and the Fire Marshal, and should not be published without stamped approval.
- The Fire Marshal approval of a floor plan is conditional. The final approval is given after an on-site inspection by field inspectors.
- If the final floor plan is different from the initially-approved floor plan, it must be submitted and processed for approval. The resubmitted plan must be approved before the first day of move-in.
- All floor plans should clearly show the following:
  - Name and date of the event
  - Name of the area in use
  - Official service contractor
  - Date of initial drawing and all revisions
  - Labeled location of all exits
  - Dimensions of all aisle widths
  - Bone yards and all contractor storage areas that will be maintained as on-site storage during exhibition hours.
- Life safety guidelines for acceptable exhibit floor plans are as follows, unless approved by facility management and Fire Marshal:

- o All points of entrance and egress should have a minimum of 20 feet clear space on all sides. Specific clearances are established for each major entrance and exit, and may be confirmed with the Event Manager.
- o All aisles must be a minimum of 10 feet wide
- o A person should have to travel no more than 200 feet from any point in the hall to the nearest exit
- o Dead-end aisles may be no longer than 50 feet
- o All fire hose connections, extinguisher cabinets and alarm call stations must be clearly visible and unobstructed at all times