

Exhibitor Fire Marshal Rules:

Vehicles:

The Knoxville Convention Center guidelines for vehicles have changed starting March of 2016. If you have four or more vehicles inside the building on display, you will need to have a Fire Marshal on site. You will also need to follow the guidelines as stated below.

If you have less than four vehicles on display you no longer need to have a Fire Marshal on site as long as you follow all of these guidelines: (\$33/hr. with a 4hr. minimum)

1. ¼ tank or less of fuel
2. Lockable gas cap or tape gas cap.
3. Positive battery disconnected and tape leads.
4. Plastic or drip pan underneath vehicle (even if it is on display on Park Terrace outside)
5. Carpet under tires if not on a carpet surface.
6. Please leave the hood of the car up so either the Event Manager or the Fire Marshal can check the Battery of the car.
7. Your Event Manager will check the vehicle once the car is in place.
8. If a vehicle cannot disconnect the battery, otherwise it will cause computer program issues inside the car then you will need to put stanchions around the car and no fuel can be in the gas tank. If fuel were in the car, a Fire Marshal would need to be present during show hours.
9. Electric Cars that do not have a gas tank do not have to follow the guidelines as stated above as long as they run on electric only. Energy Efficient cars still need to follow the guidelines.
10. Boats, waver runners, motorcycles same rules for cars
11. Fueling or de-fueling is prohibited.
12. Vehicles shall not be moved during display hours. Unless you get approval from your Event manager and Fire Marshal ahead of time. Would require having multiple Fire Marshal's on site.
13. Required means of egress shall be maintained at all times.
14. If you have, an electric vehicle that does not have any gas is allowed in the building without having the Fire Marshal on site. Must get approval from Event Manager

Exits/ Doorways:

- 30' from entrance doors and dock sliding doors in the Exhibit Halls
- Concessions needs to have 15'
- In the Exhibit Halls you need to have 10' aisles
- Cannot block any Exit signs or Exit doors unless you get approval from Event Manager and Fire Marshal.
- Over 1600ppl need to have 10 exit doors open
- Over 1000ppl need to have 4 exits open (with at least 10 doors)
- Over 500ppl need to have 3 exits open
- Over 50ppl need to have 2 exits open
- Cover exit signs if door access is blocked or not in use.
- Must have 10' from any exit or entrance door not including inside the Exhibit Hall area is a little different.
- All cords must be taped down if they are across any exit doors or aisles..
- Nothing can ever be stored in a Fire Stairwell
- Emergency signs that are not visible but are accessible needs to have a sign made saying EMERGENCY EXIT large enough for people to see.
- Aisles and exits as designated on approved floor plans must be kept clean and clear of obstructions. Booth construction must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles.

Trailers:

- For trailers you need (1) fire extinguisher for every 3000ft.
- Can have a trailer for a billboard sign but you cannot have people climbing or shopping in the trailer.
- 20'x20' trailer can come in the building with Event Manager approval.

Tents/ Enclosed Structures:

- A structure/tent maximum size of 12'x10' or 120 sq. ft. can have a roof as long as there are no sides on the structure/tent.
- A structure smaller than 10'x10' can have a roof and sides.
- NO SMOKING signs must be installed in any tent/structure.
- One 5 lb. ABC fire extinguisher must be present for 500-1,000 sq. ft. with one additional fire extinguisher per 2,000 sq. ft.
- Exits must be clearly marked and exit curtain must be a contrasting color.
- Tent must be fire resistant per NFPA 701, with documentation on site.
- Any enclosed space larger than 400 sq. ft. or a 20'x20' space needs to have a sprinkler system underneath it and smoke detectors.

Tents/ Enclosed Structures:

- There shall be a locally approved Fire Watch for enclosures larger than 300 sq. ft. (92.90 sq. m) and at a prevailing rate of \$33 an hour (4 hour minimum) during event hours. Need to get approval from your Event Manager 3 weeks before show.
- All tents larger than a 12'x10' or 120 sq. ft. need to be approved by the Event Manager and Fire Marshal at least 3 weeks before the show. A floor plan of the structure/tent must be submitted to the Event Manger as well.
- Exhibits with multiple levels need to submit a floor plan of structure to the Event Manager and needs to get approval from Fire Marshal. There shall be a licensed structural engineer's stamp of approval on all plans. Also would need to submit a Structural Permit Application.

Cooking and Warming Devices:

- Portable Cooking Electric cooking devices shall be permitted as follows:
 - They shall be placed on a non-combustible surface
 - They shall be separated from each other by a minimum horizontal distance of 2' feet.
 - They shall be kept a minimum horizontal distance of 2' from a combustible material.
 - A 20BC Fire Extinguisher shall be located at each booth where these cooking-warming devices are utilized.
 - The use of L.P. gas cylinders and open flame cooking devices is expressly forbidden.
 - Cooking: Open Flames just need a fire Extinguisher (1) for every burner.
 - No Turkey Fryers allowed on site inside or outside of the building.
 - Ovens can be used in building depending what on what you are cooking, that there is enough ventilation.
 - No Propane tanks or grills are allowed in the building

Fire Marshal has to be on Site:

- If there is 1800ppl or more in the Grand Ballroom.
- Always need a Fire Marshal in the Exhibit Halls for any Public Show.
- If it is a Private Event in the Exhibit Hall, you do not need one unless you have over 1000ppl. Must get approval from Event Manager.
- If there are 4 or more vehicles inside the building.

Need (2) Fire Marshal on site for:

- Fire alarm is offline
- Moving vehicles during show hours. (must get Event Manger approval ahead of time)
- If you have 5000 or more people
- Fog machine or haze machine

Electric:

- All cords need to be taped down if they go across a doorway or aisles. Must be taped down with a bright colored tape like yellow.
- No daisy chaining on power strips (plugging a power strip into another power strip).
- Any cords underneath carpet or those that run across your booth where the public is walking needs to be tapped down with yellow or a bright color tape.

Fire Codes:

- All fire hose cabinets, fire extinguisher, pull stations, and emergency exits, including those inside an exhibit space, must be visible and accessible at all times.
- Can do a standing room only event as long as you have 7 sq. ft. per person.
- Mulch needs to be wet cannot be more than a 1' deep. Need to water mulch each night at end of show, not in the morning.
- Cannot use pine straw or hay if they are spreading it out you can do a bale of hay or pine straw if you use it as a prop as long as it is fire retardant.
- No live Christmas trees in the building.
- No electronic, vapor or regular cigarettes allowed in the building. Need to be in designated areas outside of the building.
- No selling of electronic or vapor cigarettes allowed in the facility.
- All decorations, drape, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant. Oilcloth, tar paper, sisal paper, nylon, orlon and other plastic materials that are not retardant are prohibited.
- Send out a copy of floor plans to be approved (3 month max and 3 weeks min)
- For any tradeshows or public shows, you will have a walk thru scheduled the day before at 3pm or ½ before the show opens. Your Event Manager will schedule it.
- All other gasoline-powered equipment shall be gas and vapor free.
- Make sure not to block any Fire Extinguisher need to have 3' access around it at all times.
- Any Pyrotechnics need to fill out the Pyrotechnics permit form and get approval.

Candles:

- All candles need to be in an enclosed container. (I.e. candle placed in a hurricane glass). No open flame is allowed out the container.

Sparklers:

The use of sparklers at the Knoxville Convention Center:

In accordance with Article 220 of the City of Knoxville Ordinance – fireworks are regulated by the Fire Marshal’s office and a permit is required for Class C fireworks. Sparklers are classified as Class C. The meeting planner contracts with a state licensed pyrotechnic company to submit the permit request to the Fire Marshal’s office for the scheduling of a Fire Marshal to be on site during the demonstration as well as to provide all supplies for the demonstration. Although sparklers are permissible under the above conditions, they may be cost prohibitive to your event. The permit fee is \$50, the Fire Marshal on site fee is \$100 and the minimal on electronic firing systems with professional gerbs (non-handheld sparklers) fee is \$2500-\$3000. In addition to these costs, the Knoxville Convention Center’s concrete cleaning fee is \$250.