



FIRE REGULATIONS FOR SHOW MANAGERS

INTRODUCTION

These fire regulations will be administered by the Fire Safety Director of the Vancouver Convention & Exhibition Centre (VCEC). The Fire Safety Director is a designated member of the VCEC management staff who is also the head of the VCEC fire safety organizations.

The purpose of these regulations is to maintain an acceptable level of fire safety within the VCEC.

The fire protection systems built into the Centre have been designed to protect against the hazards, which are typical of conventions and exhibitions. The objective of these regulations is to limit the hazards from contents and operations within the Centre to a level which can be controlled by the built-in protection systems.

The procedures and Show Manager's responsibilities described are intended to provide for efficient approval for conventions and trade shows.

Approvals are required from the VCEC Fire Safety Director. Your Event Manager will obtain these for you after submission of your plans. Following these procedures and adhering to the regulations stated herein will prevent costly delays and changes to show designs.

The regulations apply to the following:

1. Lay-out requirements
2. Show approval procedures
3. Procedures during move-in and move-out
4. Show Manager's responsibilities during shows

A separate package is attached, containing exhibitor regulations for:

- a. prohibited materials, processes and equipment
- b. materials, processes and equipment requiring special approval from the VCEC Fire Safety Director
- c. acceptable booth configurations
- d. acceptable material for booth construction
- e. interior finishes and furnishings
- f. internal combustion engines
- g. portable spotlights
- h. procedures during move-in and move-out
- i. emergency procedures

LAY-OUT REQUIREMENTS

All seating, booths and display layouts are regulated in terms of aisle widths, aisle length, dead end aisles and occupant loads. The floor layouts submitted to the VCEC for approval by the Fire Safety Director must provide sufficient information such that it is demonstrated that compliance with the limitations stated herein are met.

Three floor hydrants for temporary fire hose cabinets are located on the north-south centre line of the main convention hall. The floor layouts submitted to the Fire Safety Director must also show these floor hydrants if Hall B is part of your show.

The regulations are as follows:

SHOW DISPLAYS

1. Aisles between display booths shall be a minimum of 2.5m (8 ft.) in width.
2. All aisles shall lead directly to an exit or to a cross aisle, which leads directly to an exit.
3. The travel distance from any point in the floor area measured along the aisle to the nearest exit shall not exceed 150 ft.
4. There shall be no dead end aisles.
5. No displays or materials associated with any booth shall encroach into the 2.5m (8 ft.) aisle width.
6. Any enclosed showroom with an area in excess of 150 sq.m (1,600 sq.ft.), a walking distance to a single egress of more than 15m (50 ft.) or an occupancy of 60 persons must have two means of egress as far apart as possible.
7. Any booth with an area of 280 sq.m (3,000 sq.ft.) or more must contain one fire extinguisher.
8. If a fire hose standpipe or cabinet is located in exhibit space, it shall be the responsibility of the Show Management or Exhibitor, as the case may be, to provide access to such equipment, and if the view to such equipment is obstructed, to provide designating signs for the equipment.
9. Any booth which is greater than 2.5m (8ft.) in height and which obstructs an exit sign may be required to have a temporary exit sign indicating the direction to the exit. The temporary exit sign will be of the same appearance as the permanent exit sign in the building.
10. Special booths such as houses or multi-level booths will require inspection and review by the Fire Safety Director who may consult with the Fire Commissioner's office.

NON-FIXED SEATING

1. Aisles leading to exits or cross aisles shall be provided so that there are no more than 7 seats between any seat and the nearest aisle.
2. Aisles shall be minimum of 1,100mm (44 inches) in width, but shall not be less than the required widths determined by the British Columbia Code (i.e.: 550mm (22 inches) for every 90 persons served).
3. Aisles may be reduced to 750 mm (30 inches) when serving 60 seats or less.
4. The travel distance to an exit door via an aisle shall not exceed 45m (150 ft.)
5. Aisles shall terminate at cross aisles, which shall be the required width of the largest aisle served plus 50% of the total required width of the remaining aisles it serves.
6. Dead end aisles shall not exceed 6m (20 ft.) in length.
7. Where more than 200 seats are provided, the seats shall be fixed together in groups not less than 4 or more than 12.
8. Turnstiles, check-in counters etc. shall not obstruct or reduce the width of any exit, access to exit or aisle.

SHOW APPROVAL PROCEDURES

Detailed floor plans are required for the Convention Hall and Ballrooms or for special activities and exhibits scheduled in any public areas of the Convention Centre, including exhibits located in foyers, meeting rooms and ballrooms.

Show management is required to submit four copies of the proposed floor plan to the VCEC Facility Management. Preliminary plans should be approved before exhibit space is offered for final sale to exhibitors. Final floor plans must be submitted to the Convention Centre management at least 60 days before show move-in. Your proposed floor plan will be reviewed by the VCEC Fire Safety Director who may also submit two copies to the office for the Fire Commissioner of Canada.

All floor plans must include the following information:

1. Official name of the show, sponsoring organizations, show dates and name of service contractor.
2. Booth configuration including dimensions and locations.
3. Aisle locations doors and exits.
4. Primary entrance doors and exits.
5. Layouts of temporary concession areas, including aisles, tables and seating arrangements.
6. Locations of floor hydrants for temporary fire hose cabinets, if the show is located in the main Convention Hall.
7. General circulation in and out of the show, access to restrooms, concession areas and facility work areas.
8. Service desk locations.
9. Any on-floor storage of crates, cartons, parking or similar material.
10. Location and brief description of special booths as described previously in the Show Display regulations.

NOTE: All plans must be drawn accurately to scale, with the scale indicated on the plan. In most cases a scale of either 1/16 inc. - 1 ft. or 1:100 will be sufficient. Larger scales may be used for shows, which do not occupy the entire Convention Hall.

The VCEC Fire Safety Director, after reviewing the plans and receiving comments from the Fire Commissioner if requested, will approve or reject the plan. If rejected, the reasons for rejection and measures, which can be taken in order that the plan can be accepted, will be identified.

The use of certain materials, processes or equipment requires written approval from the VCEC Fire Safety Director (see Exhibitors' Regulations). The Show Manager shall submit in writing to the Show Event Coordinator the nature of the materials, process or equipment to be used, quantity of restricted materials to be used and whether provisions will be made for additional protection. The request for approval must be submitted to Facility management not less than 15 working days in advance of the show. The request will be given to the VCEC Fire Director who will approve or reject the request within five working days of receipt.

Written notification will be returned to the originator of the request in either case.

Prior to final approval of the show, the VCEC Fire Safety Director and Show Manager will make a final inspection of the facility. A representative from the Fire Commissioner's office may or may not be invited to attend this inspection depending on the type of show. However, officials of the fire Commissioner's office can inspect the building at any time they choose.

REQUIREMENTS DURING SET-UP & DISMANTLING

The Show Management will have the following responsibilities during move-in, set-up and dismantling, and move-out of shows.

1. Obtaining floor plan approval and approval for any special material, process and equipment from the VCEC Fire Safety Director before commencement of set-up.
2. Schedule of vehicle arrival/departure to the site.
3. Ensuring vehicles are not left in the building longer than the designated time for load-in/load-out.
4. Removal of all crates, packing materials except when floor storage has been approved as part of the Show layout.
5. Enforcement of procedures during set-up and dismantling of shows as required by the Exhibitors' Regulations.
6. Ensuring that dismantling after the end of the show does not commence until all patrons have left.

SHOW MANAGEMENT STORAGE

If Show Management elects to use some of their leased space for storage, the following regulations must be adhered to:

1. Combustible material, waste or otherwise, shall not be permitted to accumulate in quarters or locations, which will constitute a fire hazard.
2. Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, utility ports, stairwell, fire escape or other means of egress.
3. Storage piles shall not exceed 3.5m (12 ft.) in height.
4. The clearance between lowest structural member or sprinkler head and the top of the pile shall be 0.9m (36 inches).
5. At least one main aisle having a width of at least 2.5m (8 ft.) and extending the length of the structure shall be provided.

RESPONSIBILITIES DURING SHOWS

Show Management is responsible for ensuring that exhibitors comply with Exhibitors' Fire Regulations throughout the duration of the show.

The VCEC Facility Management provides security for the Centre itself, but not for the function taking place. This is the responsibility of the Show Management and must be discussed with your Event Manager.

Show Management is responsible for ordering sufficient staff for the removal of all bulk trash, crates, pallets, packing material, lumber, etc. Such trash must be removed prior to opening.