



**ANAHEIM FIRE DEPARTMENT
FIRE PREVENTION BUREAU**

201 S. Anaheim Blvd., #300
Anaheim, CA 92805

FTS# _____
OFFICE USE ONLY

APPLICATION FOR TRADE SHOW

APPLICANT INFORMATION	
SHOW NAME	_____
LOCATION OF SHOW	_____
SHOW DATES	_____
DECORATOR NAME	_____
DECORATOR ADDRESS	_____
CONTACT NAME/PHONE NUMBER	_____
BILLING PARTY (If other than Decorator)	_____
BILLING ADDRESS (If other than Decorator address)	_____

TRADE SHOW FEES: EFFECTIVE: SEPTEMBER 27, 2010

The trade show fees due upon submittal of the plans are as follows:

<u>SIZE OF SHOW</u>	<u>FEE</u>	<u>FEE</u>
<input type="checkbox"/> Less than 30,000 sq. ft.	\$274	\$308
<input type="checkbox"/> 30,001 to 150,000 sq. ft.	\$334	\$368
<input type="checkbox"/> 150,001 to 300,000 sq. ft.	\$548	\$616
<input type="checkbox"/> 300,001 to 450,000 sq. ft.	\$796	\$932
<input type="checkbox"/> 450,001 to 600,000 sq. ft.	\$1010	\$1180
<input type="checkbox"/> 600,001 to 820,000 sq. ft.	\$1232	\$1503
<input type="checkbox"/> 820,001 to 850,999 sq. ft.	\$1386	\$1691
<input type="checkbox"/> Over 851,000 sq. ft.	\$1984	\$2526

If plans are received less than 14 days before the show, the fees are as follows:

The above fees are based on an estimated plan check and inspection time. If the plan check or inspection time exceeds the base rate, additional fees will be invoiced to you at the following rates:

Plan Check Fees: \$17 per ¼ hour

Inspection Fees: \$15 per ¼ hour

Applicant's Signature _____ Date: _____

Make checks payable to: CITY OF ANAHEIM
To schedule an inspection, call (714) 765-4040, between the hours of 8:00 A.M. to 5:00 P.M.
For applicable plan check and permit fees refer to Resolution 2010-134

OFFICE USE ONLY

Amount Received _____ Date _____ Check No. _____ Credit Card _____
Approved By _____ Approval Date _____



City of Anaheim
Fire Department
Fire Prevention Bureau
Specifications and Requirements

Subject: TRADE SHOW DECORATOR GUIDELINES

References: California Fire Code, 2007 Edition, Sections 1014.4, 1025.10, 408.2.1, 1004.1; Resolution 2008-109, Anaheim Municipal Code, Section 16.08.060

Permit

A permit is required to conduct a trade show and will not be issued until plans are approved. Failure to obtain a permit is a violation of the Anaheim Municipal Code. A “trade show” is defined as any show, display or exhibition containing more than 10 (ten) tables or booths for the display or sale of goods and services. Standard set-ups meeting fire code requirements for banquet, theatre and classroom seating does not require a permit unless the following conditions also apply:

- Indoor pyrotechnics are being used
- Exits or aisles are obstructed
- Drapes higher than 8 feet is being used.

Floor Plans

Plans shall be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drapes, banquet set-ups and registration areas. All fire equipment, including fire extinguishers, fire hoses, fire department connections, fire strobes and speakers must also be shown on the plans and shall not be concealed or obstructed. **Floor plans must be submitted for review THIRTY (30) DAYS prior to the event. Submit six (6) sets of plans along with a self addressed, stamped envelope for their return. Submit (8) sets of plans for the Anaheim Convention Center. Plans are to be mailed or delivered to:**

ANAHEIM FIRE DEPARTMENT
201 S. Anaheim Blvd., Suite 300
Anaheim, CA 92805

Floor plans submitted less than fourteen (10) days prior to show opening are subject to fees being doubled, to ensure that a permit will be issued prior to show opening.

All exhibit areas over 30,000 square feet shall have a minimum aisle width of 10 feet and shall have a minimum of 4 vertical and 4 horizontal through aisles unless otherwise approved by the Anaheim Fire Department. Shows less than 30,000 square feet and closed to the public must have a minimum aisle of eight feet in width. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

Trade Show Fees

The fees for a trade show must be paid at the time the plans are submitted for review. Trade show fees are based on the total square footage of the show. Total trade show footage includes all tabletops, schoolroom seating, theater seating and exhibit space. The fee is applicable for EACH facility used. Tradeshow fees include plan review and inspection time.

Approved Plans

Inspection Fees for Trade Shows

Inspection fees are doubled if plans are submitted less than 14 days prior to the event. Inspection fees are based on a base rate and average time indicated below. Inspections that exceed the times shown below will be invoiced at an additional fee of \$15 for each ¼ of an hour thereafter.

Less than 30,000 sq. ft.	\$240-4 hours
30,001 to 150,000 sq. ft.	\$300-5 hours
150,001 to 300,000 sq. ft.	\$480-1.8 hours
300,001 to 450,000 sq. ft.	\$428-2 hours
450,001 to 600,000 sq. ft.	\$840-14 hours
600,001 to 820,000 sq. ft.	\$960-16 hours
820,001 to 850,999 sq. ft.	\$1,080-18 hours
Over 851,000 sq. ft.	\$1,440-24 hours

Plan Check Fees for Trade Shows

Plan Check fees are doubled if plans are submitted less than 14 days prior to the event. Plan Check fees are based on a base rate and average time indicated below. Plan checks that exceed the times shown below, will be invoiced at an additional \$17 per ¼ hour thereafter.

1-150,000-sq. ft.	\$34-½ hour
150,001 to 300,000 sq. ft.	\$68-1 hour
300,001 to 450,000 sq. ft.	\$136-2 hours
	\$170-2.5 hours
	\$272-4 hours
	\$306-4.5hours
Over 850,000 sq. ft.	\$544-8 hours
Trade Show Expedite Fee	Double the Plan Check Fee

ALL FLOOR PLANS SHALL BE APPROVED BY THE FIRE

DEPARTMENT BEFORE BOOTH SPACE IS SOLD. AN APPROVED SET OF PLANS SHALL BE AVAILABLE ON SITE IN THE DECORATOR’S BOOTH.

For further information regarding these requirements contact: Fire Prevention Bureau at (714) 765-4040 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.



City of Anaheim
Fire Department
Fire Prevention Bureau
Specifications and Requirements

Subject: TRADE SHOW EXHIBITOR GUIDELINES

References: California Fire Code, 2007 Edition, Sections 408.2.1, 1004.1, 1004.3, 1014.4, 1025.10, 3802.2.1.5, 3802.2.1.6, 3802.2.1.7

Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch (1/4") thick or greater.

Covered ceiling structures or enclosed rooms, including tents or canopies shall have one smoke detector placed on the ceiling for every 900 square feet.

Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least nine inches (9") from rear booth boundary line. Gas appliances must be A.G.A. approved.

General Conditions

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles. Fire equipment, fire strobes, fire speakers, fire signage and fire extinguishers shall not be concealed and shall remain visible and unobstructed at all times.

Storage

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a one (1) day supply of combustible storage is allowed beneath tables and in storage rooms. No storage of any kind will be allowed behind curtains, walls or on electrical cords of booths in any facility.

Decorative Material

All drapes, fabrics and materials that are used for booth separation are required to be flame resistant. Canvas tents, canopies, awnings, curtains, straw, hay, fabrics and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate must be provided to the Anaheim Fire Department. If a California State Fire Marshal flame proof certificate is not provided, a sample of the material or product must be submitted to the Anaheim Fire Department for fire testing. If at any time it is determined that the material or product is not fire retardant the materials shall be removed prior to show opening.

Cooking Appliances

Operation of any electrical cooking appliances, i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. A show permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots, rice cookers, chaffing dishes or popcorn wagons.

Heat-Producing Equipment

Operation of any welding equipment, soldering device, etcetera, require protection around equipment so the public cannot be injured during demonstration. All items shall be placed on a non-combustible surface. Approved welding screens will be required for welding equipment. (See permit section for use of compressed gases).

Machinery

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. (This does not apply to normal electrical appliances such as lamps, computers, radios, etc.).

Candles

Use of any decorative candles must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials or tipping over. The candle flame shall be protected by a non-combustible container.

City of Anaheim
Fire Department
Fire Prevention Bureau
Specifications and Requirements

Two-Story Booths (Maximum 1-Staircase)

The second story of a two-story booth equipped with one staircase will require an occupant load sign to be posted on the staircase and be limited to an occupant load of nine (9) persons. Staircase shall be a minimum of 36 inches wide. Office doors on the second story, if used, shall open in the direction of travel and shall have self-releasing hardware.

Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at one-quarter (1/4) tank or five (5) gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape.

Helium

Helium cylinders shall be secured to a fixed object with one or more restraints or on a cart or other mobile device designed for the movement of compressed gas containers.

Fireplaces

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. Natural gas connections shall be conducted by a licensed plumbing contractor through the Anaheim Convention Center.

SHOW PERMIT REQUIREMENTS: THE FOLLOWING ITEMS WILL REQUIRE A SHOW PERMIT:

Note: A Show Permit form shall be submitted for approval a minimum of (fourteen) 14 days prior to show opening.

Flammable or Combustible Aerosols/Liquids

Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department.

All flammable or combustible aerosol containers, used for display purposes, must be empty.

Hazardous Materials/Compressed Gas

Describe the use and amounts for each day of the show on the Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited by the Anaheim Fire Department. Hazardous materials are defined in the 2007 California Fire Code.

Open Flame

Describe the use on the Show Permit form. The Trade Show Inspector must be contacted prior to completing a Show Permit form if open flame is being used for theatrical purposes or demonstrations.

Propane or Butane

Describe the use on the Show Permit form. Propane and Butane will be limited to two-17 ounce containers.

Two-Story Booths (Two or More Staircases)

A diagram of the booth shall be submitted with the Show Permit listing the width of each staircase and the square footage of the second floor. Booth diagrams are reviewed for fire requirements only, not for structural stability.

For further information regarding these requirements contact:

Fire Prevention Bureau at (714) 765-4040, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday or send an e-mail to tradeshowinspector@anaheim.net.