Section 9: Fire Regulations

The information contained in this brief outline does not cover all the ordinances and regulations contained in the City of Fort Worth Fire Code. It does, however, provide the basic rules governing exhibits in any building open to the public for entertainment, information or merchandising purposes.

The Fire Marshal reserves the right to close any event for code violations or safety purposes.

1. **General Regulations**
    a. Exhibitors, contractors, licensee and staff, along with all other event personnel, shall comply with all federal, state and municipal fire codes that apply to places of public assembly.
    b. The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The width of the aisles will have an effect on the maximum occupancy load set by the City of Fort Worth building official. The aisles must remain unobstructed at all times.
    c. The FWCC staff can assist with specific questions regarding aisle widths.
    d. Firefighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets and pull boxes must be visible at all times. Exhibit booths must not block firefighting equipment or emergency exits.
    e. The FWCC is a nonsmoking facility under City Ordinance 13009. Violators can be assessed fines of up to $500. The FWCC is a nonvaping facility.
    f. Storage of crates or freight not in use or displayed must be arranged with the FWCC staff and approved by the fire marshal.
    g. Exit-sign illumination shall be provided and maintained at all times.
    h. The fire inspector or designee, depending on the show, display, activity or event, may require licensee to contract at least one fire inspector to be present during testing phase, rehearsals and show hours related to the show. Any fees incurred are licensee's responsibility and will be paid directly to the contracted vendor.
    i. If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.
    j. A fire marshal is required for any event that utilizes pyrotechnics, explosions, flashes, smoke, flames, fireworks, fog, haze or other theatrical special effects.

2. **Booth Construction, Decorations and Stage Scenery**
    a. All decorative and construction materials must be noncombustible, flame-resistive or treated with a flame-retardant solution.
    b. All curtains, drapes, carpets and decorative materials must be made with noncombustive or flame-resistive material.
    c. Any merchandise or materials attached to drapes or table skirts must be of noncombustive or flame-resistive material or approved by the fire marshal.

3. **Enclosed and Multiple-Story Booths**
    a. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
    b. All multiple-story booths must have at least two clearly marked exits. (The fire marshal may require more depending on the size of the structure.)
    c. The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
    d. Multiple-story booth plans must be submitted to the fire marshal for approval. The plan must specify the maximum number of occupants and have a structural engineer's stamp certifying that the structure can bear the maximum occupancy load.
    e. Multiple-story booths must contain at least one 10 lb. ABC fire extinguisher per floor. (The fire marshal may require more depending on the size of the structure.)
    f. No combustible materials will be allowed inside booths in which the roof or ceiling of that booth creates an obstruction to the fire sprinkler system.

4. **Exits and Exit Access (Ingress/Egress)**
    a. All fire exits and aisles serving any area of the building must remain unobstructed and unlocked at all times.
    b. No signs or banners shall be placed on or in front of the door that will affect the door's operation in any way.
    c. No sign shall be placed on any exit that will give the impression that the exit is not fully operational.
    d. No curtains, drapes or banners shall be hung in a manner that will obstruct the view of any exit sign.
    e. No decorations, furnishings or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of the exit.

5. **Flammable Materials, Compressed Gases and Explosives**
    a. The following items are not permitted in the FWCC:
        i. Use, display or storage of LPG (propane or butane)
        ii. Flammable liquids or gas
        iii. BBQ grills
        iv. Salamander stoves
        v. Helium-filled balloons

    b. The following items may not be used without prior approval from the fire marshal:
        i. Candles or open flames
        ii. Straw, sawdust or wood shavings
        iii. Welding or cutting equipment
        iv. Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fort Worth Fire Department Arson and Bomb Unit. Any representative of the Arson and Bomb Unit has the right to request a test firing of the pyrotechnic display.

6. **Open Flames**
    a. The following items may not be used without the appropriate permit and approval from the fire marshal:
        i. Lit candles and lanterns for demonstration purposes
        ii. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited unless approved by the fire marshal in advance

7. **Cooking and Cooking Appliances**
    a. Cooking in the FWCC is permitted on a limited basis with prior approval of the fire marshal
    b. Cooking appliances must be placed on a noncombustible surface and may not be located within 2 feet of any combustible material
    c. All cooking using grease or oils requires a splatter shield or lid

8. **Electrical Equipment**
    a. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property. Electrical work must comply with all applicable city, state and national codes.
    b. All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

9. **Vehicles**
    a. The following are the requirements for displaying vehicles and fuel-powered engines:
        i. No more than one-fourth of a tank of fuel (five gallons) or minimum of amount needed for driving in, positioning and driving out of the Exhibit Hall
        ii. Fuel tank cap must either be locked or sealed by tape
        iii. Battery cables disconnected
        iv. Floor plan of the display area must be submitted to the fire marshal for approval
        v. Keys to all vehicles must remain on-site so the vehicle can be moved in case of emergency
        vi. Vehicle operation is limited to brief parade-type display specifically approved by the fire marshal
    b. No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. Vehicles will be towed at the owner's expense.
    c. All vehicles not on display must be moved out of the building prior to the public being admitted.

10. **Hazardous Materials**
    a. The Occupational Safety and Health Administration (OSHA) requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
    b. Exhibitors displaying or using hazardous chemicals must have available a safety data sheet in case of spill or leakage.

11. Seating Arrangements

a. All seating arrangements for events will be in accordance with the Fort Worth Building Code and approved by the building official.

b. The final floor plan of the layout for conventions, concerts or conferences should be submitted to the FWCC at least 30 days in advance. FWCC staff will then submit the floor plan to the building official and fire marshal for approval.