FIRE SAFETY FOR CONVENTIONS, EXHIBITIONS, AND TRADE SHOWS

SCOPE:

1. These requirements shall apply to all trade shows, exhibitions, and conventions within the Property, ensuring minimum safeguards to provide reasonable fire and life safety during such events. The codes and standards listed herein provide the minimum requirements for fire and life safety during such events:
    a. Chula Vista Municipal Code
    b. California Fire Code, 2025 Edition
    c. California Building Code, 2025 Edition

OWNER'S RESPONSIBILITY FOR FIRE AND LIFE SAFETY:

2. The Property shall be responsible for ensuring that all conventions, exhibitions, and trade shows, and their organizers and attendees, adhere to the requirements listed in this document.
3. The event organizer and/or event planner shall have a valid business license from the Chula Vista Finance Department.

WHEN PLAN SUBMITTALS AND PERMITS ARE REQUIRED:

4. All events in ballrooms, exhibit halls, and their respective pre-event spaces require plans to be submitted to Chula Vista Fire Prevention.
    a. If any activities from line item 6 will be present at the event, a Temporary Operational Permit (herein referred to as a "permit") shall also be required.
    b. If only a plan submittal is required, Chula Vista Fire Prevention shall provide a Special Event Plan Review Record to the event organizer indicating that Chula Vista Fire Prevention has reviewed the plans and that they are acceptable.
5. Events and activities held in meeting spaces, boardrooms, and lawns do not necessitate plan submittals unless activities listed under line item 6 of this document will be present during the event.
    a. If any activities from line item 6 of this document are present, a plan submittal and a permit shall be required.
6. Activities and items listed below that would be present during an event (whether indoors or outdoors) necessitate a plan submittal, permit, and field inspection (activities not listed below may also require a permit at CVFD's discretion):
    a. Blocking, obscuring, or covering any exits and exit signs.
    b. Aerosols (greater than 1,000 lbs. in storage and use).
        i. Submitted plans shall include product safety data sheets, amounts being stored/used, and information on how the product is being stored or used.
    c. Cooking and/or heating of food in the event space that are not part of the typical banquet services offered by the facility.
        i. Plans shall include details of the cooking/heating equipment to be used, their locations, and their power sources.
        ii. Cooking of any food that produces grease shall necessitate the appropriate number and sizes of Class-K fire extinguishers and all other items as required by the fire code.
    d. Pyrotechnic/Laser displays.
    e. Tents/Membrane structures exceeding 400 ft^2 or 700 ft^2 for tents/membrane structures with no sidewalls.
    f. Open flame devices.
    g. Gas-operated equipment.
    h. Hazardous chemicals/materials such as any solid, liquid, or gaseous material that is radioactive, toxic, explosive, flammable, corrosive, or otherwise physically or biologically threatening to health.
    i. Firearms.
    j. Vehicles.

7. Tents and membrane structures over 5,000 ft^2 and multi-story booths require a building permit from the Chula Vista Development Services Department.
8. Plan submittals and permit applications to CVFD are not meant to constitute approval needed by other City, County, State, and Federal agencies.

HOW TO SUBMIT PLANS AND PERMIT APPLICATIONS:

9. Events that require a permit application and/or plan submittals shall have the responsible organizer submit plans and permit application to Chula Vista Fire Prevention at fireprevention@chulavistaca.gov not less than 30 days prior to the arrival of event exhibitors and attendees.
10. The following shall be included in permit applications and plans:
    a. Permit application:
        i. Name of the event and the event space being used.
        ii. Name and address of the company/organization hosting the event.
        iii. Name, phone number, and email for the primary contact overseeing the event.
        iv. The move-in date of the event.
        v. City of Chula Vista business license number for the organizer hosting/planning the event.
        vi. Square footage of the event space being used.
    b. Plans:
        i. A pdf file that can legibly convey the additional information listed herein.
        ii. Name of the event.
        iii. Move-in and move-out dates.
        iv. Name and address of the venue.
        v. Name of the room/event space and pre-event space being used.
        vi. Floor plan of the event space and pre-event space being used.
        vii. Square footage of the event space and pre-event space being used.
        viii. Accurately represented proportional distances of all equipment being used in the event (i.e., tables, chairs, stages, booths, etc.).
        ix. Occupant load calculation given the size and use of the event space.
        x. Locations of all exits.
        xi. Locations of all exit signs.
        xii. Information on any exits being blocked, covered, or obscured.
        xiii. Location and measurements of aisle accessway clear widths and aisle clear widths.
        xiv. Locations of all individual booths, tables, chairs, and platforms/stages.
        xv. Locations of all fire extinguishers.
11. See the Plan Submittal Exemplar at the end of this document for an example of an acceptable plan submittal.
12. Permit applications will use form FP-25 “Temporary Operational Permit.” The “Exhibits and Trade Shows – Base Fee” and the applicable square footage selection shall be made on the application.

GENERAL FIRE SAFETY REQUIREMENTS:

13. The general fire safety requirements listed in this section shall apply to all events regardless of whether permits and/or plans are needed. This is not an exhaustive list and does not waive any relevant requirements of the 2025 California Fire Code.
14. Events located in ballrooms and exhibit halls that exceed 5,000 ft^2 require the following aisle widths:
    a. For events incorporating booths, aisle widths not less than 8 feet wide between rows of booths.
    b. For events incorporating tables and chairs (such as a banquet or reception), aisles around the perimeter of the seating area not less than 10 feet wide.
    c. For events incorporating theater style layouts in which rows of chairs face one direction of the room (e.g., towards a speaker or stage), aisles around the perimeter of the seating area not less than 8 feet wide.
15. Exit signs indicating the locations of exits being used in any event space shall not be covered or obscured (unless approved by submitting plans and a permit application showing which exit signs are being obstructed and receiving a valid permit).
16. All entrances and exits must be unobstructed at all times (unless approved by submitting plans and a permit application showing which exit signs are being obstructed and receiving a valid permit).

17. Fire protection equipment (e.g., fire extinguishers, fire alarm pull stations, standpipes, etc.) shall not be covered or obscured.
18. Blocking, taping, or propping of doors is strictly prohibited.
19. Aisles and aisle accessways shall not be narrowed or reduce the capacity available for occupants to exit.
    a. When the event space is greater than 5,000 ft^2, events that have not received a permit shall adhere to the following general perimeter widths based on the type of event being organized:
        i. For events incorporating booths, the aisle width shall be no less than 8 feet wide between rows of booths.
        ii. For events incorporating tables and chairs (such as a banquet or reception), an aisle around the perimeter of the seating area shall be no less than 10 feet wide.
        iii. For events incorporating theater style layouts in which rows of chairs face one direction of the room (e.g., towards a speaker or stage), an aisle around the perimeter of the seating area shall be no less than 8 feet wide.
    b. All events shall adhere to the following aisle and aisle accessway widths provided for in Section 1030 of the California Fire Code:
        i. A minimum 42-inch aisle between rows of seats on both sides (or a minimum 36-inch aisle when there are less than 50 seats total).
        ii. Aisle accessways shall have a minimum width of 12 inches. This width shall be increased by 0.3 inches for each seat when there are 15 or more seats in a row (Maximum required with is 22 inches).
        iii. Each row shall have a maximum of 100 seats when served by an aisle on both sides.
        iv. Event spaces that have more than 200 chairs shall be fastened together in groups of not less than three, unless they are positioned at tables (i.e., lecture layouts with rows, totaling over 200 chairs).
        v. Where aisles feed into another aisle that presents two different directions to exit, those aisles shall be of the same width.
        vi. Seats at tables shall not be greater than 30 feet from a point at which a person has a choice of two or more paths of egress travel to separate exits.
20. Electrical conductors and equipment shall meet the requirements of Chapter 6 of the California Fire Code. Electrical cords shall not be subject to wear or damage from pedestrian or vehicle traffic unless sufficiently protected by cord protectors.
21. Event organizers shall complete a written emergency action plan as required by California Fire Code §404 and distribute the written emergency action plan to all event staff, booth operators, and any other personnel operating equipment requiring a permit as found on Item 6 of this document.
22. All chemicals brought into the event must be labeled as required by OSHA and accompanied by its applicable Safety Data Sheet (SDS).
23. Compressed gas cylinders shall be secured at all times using a base, rack, or other method.

TRAINED PERSONNEL:

24. Staff shall be trained on the locations of fire extinguishers and how to use extinguishers.
25. Where events involve an occupant load of more than 500 people, trained crowd managers shall be provided in accordance with California Fire Code §403.11.3.
    a. Duties for crowd managers shall include, but not be limited to:
        i. Conduct an inspection of the event space and identify and address any egress barriers.
        ii. Conduct an inspection of the event space to identify and mitigate any fire hazards.
        iii. Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
        iv. Direct and assist the event attendees in evacuation during an emergency.
        v. Assist emergency response personnel where requested.
        vi. Other duties as specified in the fire safety plan and/or emergency action plan.
    b. Not fewer than two trained crowd managers shall be present, and an additional crowd manager shall be present for every additional 250 people.
    c. Crowd managers may receive training from either of the following approved sources:

i. The online two-hour Crowd Manager training program through *Fire Marshal Support Services, LLC* (https://crowdmanagers.com/) no less than once every three years. Upon successful course program completion, a copy of the certificate shall be forwarded to the applicable Property Event Planner.
ii. The online one-hour Crowd Manager training program [for non-fire service / civilians] through *Ricky Rescue Training Academy* (https://rickyrescue.com/) no less than once per year. Upon successful course program completion, a copy of the certificate shall be forwarded to the applicable Property Event Planner.

26. Dedicated fire watch personnel shall be provided during events that include:
    a. Multi-story exhibits or booths
    b. All covered exhibits exceeding 300 square feet
    c. Cooking within the event space
    d. Pyrotechnic and laser displays

STORAGE:

27. Aisles and corridors within the exhibit area shall be kept free of obstructions when the public is present. Storage of any kind in aisles or corridors within the exhibit is not permitted.
28. Combustible materials (i.e. crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire resistance rating of at least two hours which is protected by an automatic fire extinguishing system.
29. In addition to the normal equipment and furniture placed within a booth space, exhibitors can stage the following items:
    a. Boxed or loose product, materials or literature.
    b. Fiber cases used to ship pop-up displays.
    c. Personal items, such as luggage, purses, briefcases or coats.
30. The following restrictions must be observed when staging additional items:
    a. The amount of product, materials or literature that may be staged within a booth space or at a registration desk in foyers/lobbies must not exceed a one-day supply.
    b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table, or stacked neatly within the booth space.
    c. Items that are placed under a table must not protrude outside the table dimensions.
    d. Items that are stacked must not create a tripping hazard or impede movement within a booth space.
    e. Items may not be placed on, or within six inches of, floor ports, electrical wiring or cabling.
    f. Items may not be placed behind drapes within the booth.
    g. Pallets, empty crates, cartons and boxes may not be stored in the booth space, event space, or areas directly outside of the event space that are accessible to attendees.
    h. Staging will not be allowed behind the back wall of the booth and behind the drapes within the booth.
31. Any storage that contains combustible or flammable materials, or materials that pose a physical- or health-hazard, shall require approval from the Chula Vista Fire Department.

INTERIOR FINISH:

32. Booth construction and decoration materials must be fire retardant. Materials shall meet the acceptance criteria of NFPA 703 *Standard for Fire-Retardant-Treated Wood and Fire-Retardant Coatings for Building Materials* or NFPA 701 *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*, and/or an UL 723 Class A rating.
33. Documentation of fire-retardant treatment must be available for review upon request.
34. Styrofoam products are not permitted.

VEHICLE DISPLAYS:

35. Vehicles displayed in any exhibition space shall be positioned during the move-in times for exhibitors. Vehicles shall not be moved or positioned when the event is open to general attendees.
36. Vehicles shall not be positioned in a manner that obstructs the means of egress.
37. Vehicle batteries shall be rendered inoperable. Batteries in liquid- and gas-fueled vehicles shall be disconnected. Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other approved methods but shall not be required to be disconnected.
38. Vehicles shall not be fueled or defueled within the structure.
39. Vehicle fuel tanks shall not contain more than one quarter of the tank capacity or 5 gallons of fuel, whichever is less.

40. Vehicle fuel systems shall be inspected for leaks prior to the vehicle being brought into the structure.
41. Vehicle fuel tank openings shall be locked and sealed to prevent the escape of vapors.

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