



## FIRE DEPARTMENT REGULATIONS

---

### SPOKANE CONVENTION CENTER FIRE AND SAFETY

For Additional Information Contact:  
Spokane Fire Department  
Fire Prevention Bureau  
509-625-7000

### Special Event Permit

This document outlines the requirements of the Special Event permit application process as well as special instructions that must be met for all Special Event shows and exhibits. Events that must meet Special Event requirements include, but are not limited to: Home shows, auto shows, boat shows, trade shows, rummage sales, ice shows, rock and mineral displays, musical shows (i.e. rock music concerts), circuses, monster trucks, rodeos, wrestling, religious gatherings, and any other special event pre-approved by the SFD Fire Prevention Bureau with one or more of the following will require a Special Event Permit (EVAL)

Application and permit:

1. Use of Candles or Small Open Flames (Applies to single event only. Use PUBL permit for recurring usage.)
2. Conduct a Fireworks Display
3. Tent or Air-supported Temporary Membrane Structure over 200 square feet
4. Temporary Canopy over 200 square feet
5. Liquid or gas-fueled vehicles or equipment in assembly buildings
6. Special Amusement (Includes Haunted Houses)

Throughout the remainder of the document the occurrence being permitted will be called "The Event".

### Special Event Application

Applications must be submitted to the Spokane Fire Department at least 30 days prior to the event for review and approval.

The application packet submitted to the Fire Department must include payment plus the following:

1. Application Form/Cover Sheet
2. Floor Plans

Applications must be submitted to the Spokane Fire Department at least 30 days prior to the event for review and approval. The application packet submitted to the Fire Department must include payment plus the following:



triplicate to the Spokane Fire Department Fire Prevention Bureau.

3. Special Conditions – Provide description and plans where necessary

**Application Form/Cover Sheet** (must include the following)

1. Name of The Event
2. Date(s) of The Event
3. Set up and move-out dates.
4. Estimated number of workers at any one time.
5. Estimated number of persons to be in attendance at any one time.
6. Event Coordinator contact information - Name, address, phone number(s)
7. Note: This should include contacts for individual(s) that can provide detailed information about set-up and operation of The Event.

**Floor Plans** (must include the following)

2. Floor plans must specify:

- Dimensions of aisles
- Access to Exits and Exit locations
- Booth layout (to scale) of the entire show
- Location and width of all aisles and cross-aisles – Note: Aisles shall be a minimum of 9'-6" wide with 11' wide perimeter aisles in the exhibit space and a minimum of 4 feet wide in the meeting and ballroom space.
- Size and location of stage(s) or other performing area including circus ring, etc.
- Fire hose cabinets or outlets.

**Special Conditions**

If the following situations and/or conditions are desired to occur in Convention facilities, detailed plans of use must be included

3. Use, handling or storage of any pyrotechnic materials or devices.

4. Temporary membrane structures, tents, canopies, or covered exhibit booths.
5. Use of special fuel blends for motor vehicle events indoors or use of vehicle for indoor event.



## Fire Department Approval of Plans

Plans must be approved by the Fire Department prior to any event set-up unless the set-up is a standard arrangement pre-approved by the SFD Fire Prevention Bureau. See exception listed above. Copies of the approved plans will be returned to the Convention Center prior to event set-up. Approvals are set-up shall occur once the approved plan has been established without prior written approval on the plans from SFD Fire Prevention. Inspections will be conducted according to the approved plans.

## Inspection of The Event

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Spokane Fire Department (SFD). These inspections may include:

1. A walk-through inspection with the property manager or the authorized representative, the Events Coordinator of the Spokane Convention Center, and members of the Fire Prevention Bureau during the move-in/set-up period.
2. Any violations noted shall be corrected immediately or within the time frame agreed upon.
3. Daily visits by members of the Fire Prevention Bureau (once The Event has opened), as well as on-duty members of Fire Department Companies, as necessary. Cooking and motor vehicle display and use will be spot checked by the SFD Prevention personnel and requirements will be strictly enforced.
4. During the closing (move-out) and removal of materials used in The Event, members from

## Special Inspections

Special inspections will be required for the following:

1. All motorized vehicle displays, i.e.: auto shows or sales; motorized vehicle events, monster trucks, mud bogs, motorcycles, etc. (See "Display of Motorized Vehicles" below.)
2. All indoor cooking. (See "Cooking and Warming Devices" below.)
3. Pyrotechnic displays. A separate Spokane Fire Department (SFD) pyrotechnic permit is required. This must be submitted at least 30 days prior to the planned event.
4. Air-supported temporary membrane structures having an area in excess of 400 square feet (See "Structures and Exhibit Booths" below.)
5. Any tent, canopy, and/or structure (other than air supported) inside the Convention Center that exceeds 300 square feet will not be allowed.



### Standby Personnel

Y @ ^ } ^ Ç ^ i É Á } Á c @ ^ Á [ ] á } á [ ] Á [ - Á c @ ^ Á Ü Ö Á & [ á ^ Á [ ~ , & ä æ | É Á c @ ^ Á • æ ~ ^ c ^ Á [ - Á c @ ^ Á ] ~ à | ä & ä • ä { ] ^ | ä | ^ á É Á ~ ^ Á c [ Á c @ ^ Á ] ~ { à ^ i Á of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more Fire Department approved persons to perform the duties of Standby Personnel. If Fire Department personnel are used, the event will be billed at the current SFD rates.

### Storage

Ü c [ i æ \* ^ Á [ - Á ] æ & \ ä } \* Á { æ c ^ i ä æ | • Á æ } á Á • ~ i ] | ~ • Á | ä c ^ i æ c ~ i ^ Á { ~ • c á à ^ Á & [ ] , } ^ á Á c [ Á æ i ^ æ • Á æ , æ ^ Á - i [ [ Á c @ ^ Á á ä • ] | æ ^ Á locations. These locations must be coordinated with the Convention Center and approved by the SFD.

### Combustible Waste

Containers for combustible waste must be provided and emptied at the end of each day or at more frequent intervals if determined by SFD to cause hazardous conditions.

### Stopping Event

W ] [ ] Á , } á ä } \* Á æ } ^ Á [ Ç ^ i & i [ , á ^ á Á & [ ] á ä c á [ ] Á [ i Á [ à • c i ~ & c á [ ] Á } Á ä ä • | ^ É Á } æ • • æ \* ^ , æ ^ • É Á [ i Á [ c @ ^ i Á { ^ æ } • Á [ - Á ^ \* i ^ • • Á Ç ^ á c á } \* É Á [ i Á ~ ] [ ] Á , } á ä } \* Á æ } ^ Á & [ ] á ä c á [ ] Á , @ ä & @ Á & [ ] • c á c ~ c ^ Á ä ä • ^ i ä [ ~ • Á { ^ } æ & ^ Á c [ Á | ä - ^ É Á c @ ^ Á Ö á i ^ Á Ö ^ } æ i c { ^ } c SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

### Structures and Exhibit Booths Requirements

1. All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of
 

Á [ ] É ' æ { { æ à | ^ Á { æ c ^ i ä æ | Á i • @ æ | | ä ^ k i ^ æ c ^ á ä æ } á Á { æ ä } c æ ä } ^ á ä } ä ä ' æ { ^ Á ^ c æ i ä æ } c & [ ] á ä c á [ ] á ^ { ^ æ } • Á [ - Á æ } Á æ ] | [ Ç ^ á á ' æ { ^ Á i ^ c æ i ä æ } c á • [ i ~ c á [ ] É Á Ü á } \* | ^ Á @ æ ^ Á ä æ | ^ Á , ä | | ä ^ Á æ | [ , ^ á ä - Á ä c á • Á ] i [ ] ^ i | ^ Á c i ^ æ c ^ á á Á , ä c @ Á , i ^ Á i ^ c æ i ä æ } c É Á Ü | æ • c á & Á & [ c @ Á æ } á Á & ^ i c æ ä } Á [ c @ ^ i Á ] | æ • c á & Á { æ c ^ i ä æ | • É Á c æ i É } æ } ^ i É Á [ ä | & [ c @ É Á ^ c & É Á & æ } } [ c á à ^ Á i ^ } á ^ i ^ á á ' æ { ^ Á i ^ c æ i ä æ } c á æ } á Á æ i ^ Á ] i [ @ ä ä c ^ á É Á Ø | æ { ^ Á i ^ c æ i ä ä } \* Á c i ^ æ c { ^ } c • Á { æ ^ á à ^ [ ä c æ ä } ^ á Á - i [ { Á • [ { ^ Á , i ^ Á ] i [ c ^ & c á [ ] Á & [ { ] æ } á ^ • Á | ä • c ^ á á } Á c @ ^ Á Y ^ | [ , Á ] æ \* ^ • Á [ - Á c @ ^ Á ] @ [ ] ^ Á à [ [ \ É Á CE ] ^ Á á ^ & [ i ä c Ç ^ Á { æ c ^ i ä æ | Á c @ æ c á • Á } [ c á ä ] @ ^ i ^ } c i ^ Á [ i Á { æ } ~ - æ & c ~ i ^ á á ' æ { ^ Á i ^ c æ i ä æ } c á Ç | æ à ^ i ^ á á • @ æ | | Á be subject to testing. Materials in violation shall be immediately removed from building.

G É Á Á CE | | Á ^ i ^ & c i ä æ | Á , ç c ~ i ^ • Á æ } á Á æ ] | | ä æ } & ^ • Á { ~ • c á à ^ Á æ } ] i [ Ç ^ á á á } Á æ & [ i ä æ ] & ^ Á , ä c @ Á c @ ^ Á Þ æ c á [ ] æ | Á Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

- a) three wire (ground) cords shall not be plugged into two (2) wire extension cords
- b) extension cords (zip cords) shall not run under carpets/ rugs unless designed to
- c) there shall be a three (3) foot clearance from lights to any combustible materials
- d) all electrical plugs, cords shall be free from defects. Only listed electrical devices and cords
 

Á Á • @ æ | | Á à ^ Á æ | [ , ^ á É Á P [ { ^ { æ á ^ á ä c ^ } • Á , ä | | Á ] [ c á à ^ Á æ | [ , ^ á á æ } á Á { æ ^ á à ^ Á & [ ] , • & æ c ^ á É Á V @ ^ Convention Center Use Agreement prohibits the use of multi-plugs; i.e. twin sockets/cube taps.



# SPOKANE CONVENTION CENTER



3. Combustible materials that are 3/8-inch or more in thickness or glass may be used without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered on all sides. An aggregate area exceeding 300 square feet will not be allowed.
4. Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Spokane Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered on all sides. An aggregate area exceeding 300 square feet will not be allowed.
5. All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.
6. Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 9'-6" feet wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.
7. Exit signs shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
8. Aggregate booth square footage totals of 400 or more square feet shall have a minimum of one fire extinguisher. Each booth shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
9. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.
10. The number of persons allowed to attend any show or exhibit shall not exceed the allowed capacity.
11. If there are any additional requirements, they shall be determined by the SFD Prevention Bureau for each event.
12. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.



### Display of Motorized Vehicles

event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Marshal:

1. No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
2. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening or where approved by the Fire Marshal, the fuel tank will be empty. Draining of the tank shall not occur in the Convention Center building.
3. Adding or removing fuel on site is prohibited (must be done outdoors). Special fuel blends use inside the building is subject to advanced approval by the Spokane Fire Department.
4. A designated individual shall be present at all times to attend to the vehicle and be available to the Fire Marshal for emergencies.
5. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
6. Fire protection for motor vehicle events shall be approved by the Spokane Fire Department. The level of protection required shall be determined for each event.
7. Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors.

Flammable and combustible liquids shall not be used while vehicle is being displayed.

### Cooking/Warming and Heating Devices:

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided.

1. Cooking/warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
2. Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12" x 24".

