



# FIRE GUIDELINE INFORMATION

# FIRE GUIDELINES

The information provided in this guide is a brief outline of the fire guidelines found in the McAllen Convention Center's Operational Policies. It is impractical to cover all the standards for proper fire safety, but this guideline does provide the fundamental rules governing exhibits in the facility. Please consult the Operational Policies for further information.

The following entities are responsible for ensuring all regulations are followed; Facility Contractor (FC), exhibitor, service contractors and the McAllen Convention Center (MCC). It is a requirement of the MCC that the McAllen Fire Department review and approve all event pre-planning documents and floor plans. A preliminary agenda is required sixty (60) days before the event. A final agenda is due thirty (30) days before the event. A walk through will be conducted by the Fire Marshal after exhibitor move-in is finished to ensure all regulations are being followed.

Remember, the fire codes for the City of McAllen may be different from other cities, and exhibitors will be responsible for complying with McAllen Fire Codes. MCC will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

## GENERAL INFORMATION:

All events are subject to posted City of McAllen occupancy figures. The Director maintains the right to determine the need for police and/or fire security at an event. Facility Contractor will be responsible for security expenses. All exit doors must remain unlocked during all event hours. No fire lanes will be blocked at any time. An 8' (eight foot) clearance on both sides of exit doors (egress and ingress) with no physical obstruction must be maintained at all times. The McAllen Convention Center, or Fire Marshal, has overall discretion of events and exhibits and reserves the right to shut down an unsafe event.

## FIRE DEPARTMENT GUIDELINES:

The Facility Contractor, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as, OSHA regulations. Fire and emergency equipment may not be blocked or obstructed under any circumstance. All fire equipment and fire alarm call stations must be visible at all times.

No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

Candles are not permitted in the facility or in any exhibit booth.

Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed. All costs associated with safe handling of materials, including insurance, are the responsibility of the Facility Contractor.

## FIRE REQUIREMENTS:

- ◆ The MCC is a non-smoking facility.
- ◆ Parking on loading docks is permitted for loading and unloading only. All other parking is prohibited; violators will be towed at owner's expense.
- ◆ Covered displays exceeding 300 square feet must meet specific regulations, see "Tents" below.
- ◆ Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.
- ◆ All costs associated with safe handling of materials, including insurance, are the responsibility of the Contractor.

**FOG MACHINE/SMOKE MACHINE:**

Fog and smoke machines, as well as, the schedule for use of such, require advance approval. Any “fogging” or “hazing” has the potential to activate one of the many types of fire detection devices in the facility. Therefore, at least thirty (30) days advance notice given to the Event Coordinator is required to avoid unwanted disruption to an event. Fog/smoke machine usage is restricted to water based chemicals. Use of fog or smoke machine(s) may require a fire watch. Such costs are at the Facility Contractor’s expense.

**EXHIBITOR BOOTH COOKING:**

Fire extinguishers must be available in all cooking booths. Where the use of vegetable or animal oils or fats will be used, it is required that at least one (1) “ABC” 5 lbs. fire extinguisher with current inspection date tag be available. Deep frying food is not allowed.

**ELECTRICAL CORDS:**

Electrical cords must be plugged directly into a power strip and must not be piggybacked. Cords subjected to foot or equipment traffic shall be protected from damage. Household, small thin type extension cords, spliced cords and homemade receptacles are not permitted. Two wire cords (ripcords/zip cords) are unacceptable unless the cord is a component part of an assembly that is specifically approved.

**TENTS:**

Any structure consisting of sheets of fabric or other material draped over or attached to a frame of poles and/or ropes will be considered a “tent” and must have prior authorization from the Director, and comply with the following guidelines.

- ◆ Tents or canopies inside the facility must be free-standing, while those to be used outside can be either free-standing or attached to the ground using guy ropes tied to stakes.
- ◆ A permit from the Planning and Zoning Department is required for tents that cover an area over two-hundred (200) sq. ft. and canopies that cover an area over four-hundred (400) sq. ft.
- ◆ Any structure covering an area over 750 sq. ft. must have a minimum of two (2) exits as far from each other as possible.
- ◆ Exhibitors must provide a certificate of Fire Retardant for each tent/canopy to be used.
- ◆ Each must have an approved/tagged/mounted 5lb “ABC” fire extinguisher.
- ◆ Must pass inspection by the Fire Marshal before it is open to the public.
- ◆ Must provide access for Fire Department personnel and equipment in an emergency.
- ◆ Any electrical connections to be used inside the tent/canopy must be approved by the Director.

**VEHICLE DEMOS/EXHIBITS:**

- ◆ Vehicles may not be parked in the exhibit hall unless they are part of a display and comply with specified regulations.
- ◆ Gasoline/Diesel operated vehicles may not be operated in the exhibit hall during show hours.
- ◆ Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non-porous covering during application of waxes or Armor-all products.
- ◆ There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
- ◆ Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service as approved by the MCC. Department personnel are not allowed to loan out tools to non-City of McAllen personnel for such use.
- ◆ Ignition keys are to be removed and placed in a central location on site, with show management.

**\* FOR ADDITIONAL INFORMATION PLEASE CONSULT THE MCALLEN CONVENTION CENTER’S “OPERATIONAL GUIDELINES” WHICH CAN BE FOUND ONLINE AT [WWW.MCALLENCONVENTIONCENTER.NET](http://WWW.MCALLENCONVENTIONCENTER.NET).**