

Fire and Life Safety
**Requirements for Conventions, Trade Shows,
Exhibits, Weddings and Similar Functions**

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Massport Fire Rescue

Fire Marshal's Office



If you have any questions or comments regarding the information contained within, or if you need assistance interpreting these requirements, please contact:

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SCOPE

This document is intended to be used by those facilities which have the ability to host conventions, trade shows, exhibitions, weddings and similar functions on any Massport property. Examples of facilities that fall into this category include but are not limited to event centers, hotels with meeting/conference rooms, ballrooms, hangars, terminals, RCC and arenas.

PURPOSE

The purpose of this document is to provide the facility, event promoters, sponsors and vendors basic guidelines in terms of fire and life safety features required at all conventions, trade shows, exhibitions, weddings and similar functions on any Massport property.

It is not the intention of this document to contradict or set aside any provision of any other higher-level law or code. If any conflict is discovered, the higher law or code shall prevail.

The Massport Fire Rescue Fire Marshal or his/her designee may require the presence of one or more paid Massport Fire Rescue firefighter(s) to be on site during any event if he or she determines it to be necessary to ensure the safety of event attendees and/or to ensure an acceptable alternate level of code compliance if required. This will be at the expense of the person or company hosting the event.

FIRE AND OCCUPANT SAFETY

Visitors will likely not be familiar with the facilities, so fire and life safety is critically important.

The following are the minimum fire safety requirements for ALL events taking place on any Massport Property.

These requirements shall apply whether the event is open or closed to the public.

Clear access shall be maintained to **ALL** exits.

All fire lanes shall have an unobstructed width of not less than 20 feet.

All fire lanes shall have an unobstructed vertical clearance of not less than 13 feet 6 inches.

All fire hydrants shall have a 3 foot clear space around entire hydrant.

Loading dock doors shall be closed before opening the show and shall remain closed while the show is open.

3 foot clear access shall be maintained to all fire protection equipment (i.e. fire alarm pull stations, fire hose connections, fire extinguishers and sprinkler rooms.) Keep them clear of displays, booths, drapes, signs, tables, chairs, decorations, food and bar concessions, and the like.

Sprinklers shall not be obstructed in any way as to prevent their proper operation.

All floor plans for conventions, tradeshow, exhibitions, weddings and similar functions must be reviewed by Massport Fire Rescue Fire Marshal's Office and must comply with the requirements of the Life Safety Code NFPA 101, Massachusetts General Law Chapter 148 and 527 CMR 1.00. Additional codes and standards may apply to any event. These codes and standards shall be enforced as required by State Law and the Massport Fire Rescue Fire Marshal's Office.

ELECTRICAL

Any electrical needs must be installed and/or approved by a Massachusetts Licensed Electrician. Certain events may require an electrical permit from the local Electrical Inspector.

SEVERE WEATHER

Any part of a convention, trade show, exhibit, wedding or similar function that occurs outside must have a written plan in place in the event severe weather approaches, including but not limited to lightning flashes in the immediate area and/or possible damaging winds. The event planner shall clearly designate in writing who has the authority to order the event to be vacated. This plan is required to be in place prior to the event and should include possible shelter locations to be used.

PLANS REVIEW, SPECIFICATIONS and REQUIREMENTS

Plans for convention, trade show, exhibit; wedding or similar function in acceptable form shall be submitted 14 business days prior to event date to the Massport Fire Rescue Fire Marshal's Office for approval prior to setting up any exhibit.

No event shall occupy any facility without Massport Fire Rescue approved plans.

The plan shall show all details of the proposed event.

- Name of event
- Address of location of event,
- Name of room or location (e.g. Harborview Room, Exchange Conference Center)
- Date and time of set up
- Dates and times of event
- Square footage of area
- Approximate anticipated maximum occupant load
- Point of contact with phone number and email address
- Floor plan, which shall contain the following information
 - a. Floor plan of all areas in which the event will encompass
 - b. The location of all exits
 - c. The width of all the aisles, access ways for egress & cross aisles around tables

- d. Location of tables, chairs and stages (if any)
- e. Location of booths, including registration booth
- f. Location of all cooking activities along with cooking methods
- g. Location of fire alarm pull boxes, fire hose connections and fire extinguishers
- h. Information regarding flame retardant treatment for all materials

INSPECTION

The convention, trade show, exhibit or similar function shall not be permitted to open without the approval of the Massport Fire Marshal or his/her authorized representative.

Fire safety inspections are done by the Massport Fire Rescue Fire Marshal's Office. Inspections may be conducted during the move in and tear down. Spot inspections may also be conducted during the show.

Building management shall be responsible for correction of all fire code violations found. All violations are required to be corrected within the time determined by the Massport Fire Marshal or designee.

LOBBY AREA

Lobbies may serve as exit access.

Storage of combustibles necessary for registration (i.e. paper, boxes, etc.) shall be limited to one day supply.

Registration booths and lounge areas shall be set up only in designated areas as shown on plans and shall not impede required egress. This includes persons awaiting entry to event.

EXITS AND AISLES

Exits and aisles shall be clear of obstructions. This includes charts, easels, trailer tongues, chairs, etc.

Hangings or Draperies shall not be placed over exit doors or located so that they conceal or obscure any exit.

Exit signs shall be visible from any location in the room. If they are not visible additional exit signs shall be posted to show the direction of travel to the exit.

The building owner or agent shall inspect all means of egress to ensure it is maintained free of obstructions, and correct any deficiencies found prior to each opening of the convention, trade show, exhibition, wedding or similar function.

Door openings shall be inspected by the owner or their representative and be in an operable condition at all times.

COMBUSTIBLE MATERIALS

Curtains, drapes, decorations, table cloths, signs, banners, acoustical material, straw, hay, moss, split bamboo, plastic cloth and similar decoration materials shall be flame resistant. All materials used for conventions, trade shows, exhibits, weddings and similar functions are required to meet NFPA 701, *Standard Methods for Fire Tests for Flame Propagation of Textiles and Films*.

Wrapping of columns is permitted but extinguisher signs and/or fire hose signs shall be visibly posted on the outside of the wrap on all 4 sides. Fire extinguishers and fire hose must be kept visible at all times.

Fabric and materials that are manufactured as flame resistant shall be labeled as such.

Materials that cannot be treated for flame retardancy shall not be used.

Combustible materials within exhibit booths shall be limited to a one day supply and shall be maintained in an orderly fashion. Storage of combustible materials behind the booth shall be prohibited.

OPEN FLAMES

No open flame devices shall be used in any assembly occupancy, unless otherwise permitted by on site building engineering staff and Massport Fire Rescue Fire Marshal's Office.

Open flame devices shall be permitted to be used in the following situations, provided the precautions satisfactory to Massport Fire Rescue Fire Marshal's Office are taken to prevent ignition of any combustible material or injury to occupants:

- (a) For ceremonial or religious purposes
- (b) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected.

COOKING AND/OR FOOD WARMING DEVICES

These devices may be used under the following circumstances:

- (1) Gas – fired devices shall comply with the following:
 - (a) Natural gas devices shall be installed in accordance with NFPA 54, *National Fuel Gas Code*. Existing installations shall be permitted to be continued in service, subject to approval from State Plumbing Inspector and Massport Fire Rescue Fire Marshal's Office.
- The use of LP gas cylinders shall be prohibited inside any building.

- Non refillable LP gas cylinders shall be approved for use only where permitted by the Massport Fire Rescue Fire Marshal's Office.
 - Devices that are electric shall be approved by a recognized testing laboratory (i.e. Underwriters Laboratory, Factory Mutual).
 - Sterno may be used for warming trays.
 - Devices shall be isolated from the public by either placing the device a minimum of 4 feet back from the front of the booth, or by providing a Plexiglas shield between the cooking and/or food warming devices and the public.
 - Either a tight-fitting lid for each device shall be provided or an approved automatic extinguishing system shall be provided with the booth.
 - Individual device shall not exceed 288 square inches of surface area. (i.e. 12 inches x 24 inches)
 - The equipment shall be placed on noncombustible surface material
 - Minimum of 2 feet shall be kept between cooking devices.
 - Combustible materials shall be kept a minimum 2 feet away from any device.
 - A minimum 20BC rated fire extinguisher shall be placed at the table where the cooking and/or food warming devices are located.
 - Any cooking or warming shall require the prior approval of the onsite building engineering staff.
- **Permits from Massport Fire Rescue Fire Marshal's Office are required for LP gas BBQ cooking, BBQ smokers.**
- LP gas grills, BBQ smokers and the like are prohibited inside a building or tent and are to be properly secured at all times.
 - Grease/spill mats must be nonflammable. Use of cardboard for this purpose is not permitted.

HEATERS & COOLING SYSTEMS

- Temporary LP gas heaters and generators for heating & cooling shall be under the control of the supplier, who will be required to maintain a properly licensed or properly trained technician on site while the equipment is in use.
 - LP gas heaters and generators for heating & cooling systems are prohibited inside any building or tent and are to be properly secured.
- **Permits from Massport Fire Rescue Fire Marshal's Office are required for LP gas heaters and generators for heating & cooling a building or tent.**

VEHICLES

This includes motorcycles, cars, trucks, recreational vehicles, and boats, anything with a combustion engine and is power by a fuel.

Vehicles may be allowed in building for display purposes only provided they meet the following requirements:

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of flammable vapors.
- Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fueling or removing fuel from tank inside the building is prohibited.
- Vehicles shall not be moved during exhibit hours.

All other vehicles are to be removed from building. No exceptions.

PROHIBITED MATERIALS

The following items shall be prohibited within any assembly occupancy:

- (1) Compressed flammable gases (acetylene, hydrogen, oxygen, propane, butane)
- (2) Flammable or combustible liquids (gasoline, kerosene, cleaning solvents and other petroleum based materials and any other product labeled "flammable")
- (3) Hazardous chemicals or materials (pool chemicals, pesticides, herbicides, "poison")
- (4) Class II or greater lasers, blasting agents, and explosives

Massport Fire Rescue Fire Marshal's Office shall permit the limited use of any items specified above under special circumstances. Requests must be done in writing and in advance.

CANOPIES, TENTS

The manufacturer's flame and fire retardant compliance tag must be securely attached to the tent or canopy.

Tents must be installed by a professional tent company only.

- **IMPORTANT NOTE** - Pop up tents, sun shades and umbrellas are **STRICTLY PROHIBITED** inside any building or at outside functions on any Massport property.

AMUSEMENT RIDES

Any type of amusement rides such as Ferris wheels or other carnival rides requires a State Building Inspector permit or written approval.

AIR SUPPORTED STRUCTURES (i.e. bounce houses, inflatable movie screens, etc.)

Massport Fire Rescue defers to the Massport Legal Department and Massport Risk Management on the use of such devices.

If Massport Legal or Risk Management does allow them

- The manufacturer's flame and fire retardant compliance tag must be securely attached.
- Must be installed by a professional company only
- State Building Inspector permit may be required

EXHIBITIONS and DEMONSTRATIONS

The provisions shall apply to oxy-fuel gas cutting operations and /or any type of welding at any event open or closed to public. Conventions, trade shows, exhibitions will be referred to as the "site" in order to promote safe use of compressed gases at gatherings.

Installation and operation of welding, cutting, and related equipment shall be done by, or under the supervision of, a competent operator, to ensure the personal protection of viewers and demonstrators as well as the protection from fire of materials in and around the site and the building itself.

- **This will require a hotwork permit issued by the Massport Fire Rescue Fire Marshal's Office.**
- **This will require a Massport Fire Rescue firefighter as a fire watch at the expense of person or company hosting the event.**

Sites involving the use and storage of any compressed gases shall be located so as not to interfere with egress during an emergency.

The site shall be constructed, equipped, and operated in such a manner that the demonstration minimizes the possibility of injury to viewers.

The company doing the demonstration shall provide a portable fire extinguisher of appropriate size and type and with a pail of water of at least 1 gallon capacity.

The public, combustible materials, and compressed gas cylinders at the site shall be protected from flames, sparks, and molten metal.

- **Massport Fire Rescue Fire Marshal's Office shall be notified in advance of the use of the site for these types of demonstrations.**

Cylinders containing compressed gases for use at the site shall not be charged in excess of one-half their maximum permissible content.

Cylinders of non liquified gases and acetylene shall be charged to not more than one-half maximum permissible charged gauge pressure.

Cylinders of liquefied gases shall be charged to not more than one-half the maximum permissible capacity.

Cylinders located at the site shall be connected for use.

A sufficient number of additional cylinders shall be permitted to be stored at the site to furnish approximately one day's consumption of each gas used.

Other cylinders shall be stored in an approved storage area, but not near a building exit.

➤ **This will require a storage permit from Massport Fire Rescue Fire Marshal's Office.**

Process hose shall be located and protected so that they will not be physically damaged.

Cylinder valves shall be closed when equipment is unattended.

If cylinders are designed to be equipped with valve protection caps, such caps shall be in place, except when cylinders are in service or are connected and ready for service.

All compressed gas cylinders must be kept chained in place using steel chain or approved cylinder brackets only.

Arc welding equipment shall be of an approved type and shall be used in accordance with manufacturer's requirements.

Damaged cables shall be removed from service until repair or replaced.