



**Raleigh Fire Department**  
**Office of the Fire Marshal**  
 310 West Martin Street, Suite 200  
 Raleigh, NC 27601  
 Phone (919) 996-6392 - Fax (919) 831-6180  
[www.raleighnc.gov](http://www.raleighnc.gov)

## Exhibits & Trade Shows Permit Application



### NORTH CAROLINA STATE FIRE CODE REQUIRED PERMITS

<input type="checkbox"/> Exhibits and Trade Shows	Fee: \$
<input type="checkbox"/> Liquid-or Gas-Fueled Vehicles or Equipment in Assembly Number of Vehicles	Fee: \$
<input type="checkbox"/> Flammable/Combustible Liquids and/or Liquid-Propane Gas	Fee: \$
<input type="checkbox"/> The Use of Open Flame Devices	Fee: \$
<input type="checkbox"/> Carnivals and Fairs	Fee: \$
<input type="checkbox"/> Temporary Tents, Canopies , Air-Supported Structures Number of Tents	Fee: \$
<input type="checkbox"/> Place of Assembly	Fee: \$

*Four or more required permits will be consolidated in one Trade Show Permit \$200.00*

**Total Permit Amount Due \$**

Fee Schedule is available online at [www.raleighnc.gov/fire](http://www.raleighnc.gov/fire)

**Note: Applications for a permit must be made 30 days in advance of any permitted event. Submit all applications with the vendor sponsored event package to the Convention Center.**

### BUSINESS INFORMATION

Name of Trade Show/Event:	
Event Promoter Name:	
Promoter Mailing Address:	
City, State	Zip
Contact #:	Contact Mobile #
Date(s) of Event	Set-up Date
Date of Departure	Desired Date for Pre-Event Fire Insp.

### PAYMENT FOR PERMITS ARE DUE BEFORE ISSUANCE

For Questions call: (919) 996-6392 or online at [www.raleighnc.gov/fire](http://www.raleighnc.gov/fire)

City of Raleigh  
 Office of the Fire Marshal  
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An on-line request can be submitted with all attached documentation for a permit. Please visit <https://raleighnc.seamlessdocs.com/f/RFDFirePermit>

An application for a permit must be completed 30 days in advance of any event and contain the following:

- Floor plan showing layout of all vendor areas on the exhibit hall level.
- Seating plan showing table and chair, stage layouts in the ballrooms.
- Location of all exits and arrangement of aisles for the exhibit hall and/or ballroom level.
- Location of any hazardous materials, flammable liquids, or compressed gases.
- Completed fire code permit application.

## **Dear Exhibitor,**

We are excited that you have chosen the Raleigh Convention Center as a location to host your exhibit or display. The attached permit application process is your guide to successfully setting up your venue and confirming to the fire safety requirements of the City of Raleigh Fire Department and the State of North Carolina.

Please review the requirements for determining what permits and inspections will be required before permitted to open to the public. Also, depending on the complexity of your event Fire Watch personnel may be required through the Raleigh Fire Marshal's Office. Complete the attached permit application and provide all documentation as described below at least 30 days in advance of your exhibit or show. A checklist of fire code requirements and general fire safety aspects for exhibits and trade shows is also provided for your convenience. We encourage you to use this as a pre-event audit of fire safety before the show.

### **Rules, Regulations, and Staffing**

The City of Raleigh Fire Department and the Raleigh Convention know that safety is of the utmost concern for your event.

Upon receipt of setup requirements, your RCC Event Coordinator will review and notify you if a Fire Marshal inspection is necessary. Please note that fees may apply and will be billed directly to responsible party based upon the anticipated set; and that the Deputy Fire Marshal may or may not be visible or identifiable on site.

### **Basic Requirements**

- All exhibitors and contractors must comply with all applicable Federal, State, and local fire codes
- The Raleigh Convention Center is a smoke-free facility.
- All empty shipping cases, cartons, or crates must be labeled and removed for storage or they will be removed as trash.
- All exhibitors are responsible for the correction of all fire code violations found. Violations are required to be corrected within the time determined by the Fire Marshal or duly authorized representative. Failure to comply may result in the denial of your show's opening and/or citation.
- You as an exhibitor should become familiar with the fire safety and evacuation plans in advance of your planned event. All of your staff should also review the exit arrangement and requirements in the event of an emergency.
- Not more than 90 minutes prior to the scheduled commencement of any non-continuous activity, event, performance, show, meeting, function, or other occasion for which persons will gather at a place of assembly, the owner, authorized designee and/or Fire Watch personnel shall inspect every required exit, way of approach thereto, and way of departure there from.
- Please refer to Appendix I for current drone policy.

### **Fire Watch**

Fire Watch is required whenever the fire alarm system is placed in event mode with the occupancy expected to reach 2000 persons, pyrotechnics, open flame performances, open flame devices, and enclosed exhibits. Other conditions may require Fire Watch due to the complexity of the event planned and will be determined during pre-event meetings and inspections.

All Fire Watch will be scheduled through the City of Raleigh, Office of the Fire Marshal with a minimum Level III Fire Inspector as the lead Fire Watch person. A minimum of two (2) Fire Watch personnel are required for events. Additional Fire Watch personnel may be required based on attendance projections. Refer to checklist under "RCC Staffing Guidelines"

Raleigh Convention Center Security Staff and Fire Watch personnel are required to ensure that the fire alarm system is placed in "Event Mode" before each event starts. Responsibilities of Fire Watch personnel are as follows, but not exclusively limited to:

- Arrive at least 90 minutes prior to the start of any event requiring Fire Watch to conduct a pre-event inspection of the exits. Maintain patrol of entire facility during pre-planned event.
- Coordinate with security staff and maintenance supervisors on placement of the FACP in the Event Mode. Participate in a briefing with security staff and event managers prior to starting.
- Ensure any required fire code permits are provided for and posted in the Fire Command Center.

# PRE-EVENT CHECKLIST

<input type="checkbox"/> Plans submitted and approved by the City of Raleigh Fire Marshal or designee.	<input type="checkbox"/> Loading dock doors shall be closed before opening of the trade show and/or exhibition and remain closed while the show is open to the public.
<input type="checkbox"/> Required Fire Code Operational Permits obtained and posted as applicable.	<input type="checkbox"/> All fire protection systems, valves, sprinklers, FD connections accessible and operational.
<input type="checkbox"/> Fire safety and evacuation plans posted and rehearsed by RCC staff.	<input type="checkbox"/> Emergency and standby power systems verified and operational.
<input type="checkbox"/> Adequate Fire Truck Access Provided. (Minimum 20ft. Fire Lane maintained) Inspect tunnel entrance to loading dock area, vehicles clear.	<input type="checkbox"/> Approved interior finish – Materials rendered fire retardant where required. (See RCC maintenance staff for approved spray materials if needed)
<input type="checkbox"/> Only Class I lasers shall be permitted.	<input type="checkbox"/> No portable heaters, liquid fueled and unvented.
<input type="checkbox"/> Inspect Fire Door Shutters for debris and items blocking proper operation.	<input type="checkbox"/> No Portable Liquid Propane Gas Cooking Devices are permitted.
<input type="checkbox"/> Approved fire extinguishers provided and accessible. Class K fire extinguishers provided if involving cooking with vegetable oils, animal fats.	<input type="checkbox"/> Single station smoke alarms shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e. recreational vehicles, mobile homes, tents, etc.). An approved fire-watch is required for enclosed exhibits.
<input type="checkbox"/> Fire Alarm System verified operational, Sequence of Placing System in Event Mode	
<input type="checkbox"/> Anytime a Fire Marshal is on-site, the Facility Manager, Assistant Facility Manager, or Event Manager should be contacted in order to make any necessary changes.	<input type="checkbox"/> The use of explosive and blasting agents is prohibited. Ammunition and pyrotechnics may be allowed under certain conditions.
<p><b><u>Means of Egress</u></b></p> <input type="checkbox"/> Exit signs shall be visible from any location in the room, if not; temporary exit signs shall be posted. <input type="checkbox"/> Exits and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc. Exit doors are not concealed from full view and instant use. <input type="checkbox"/> Aisles shall be a minimum of ten (10) feet in the exhibit halls and a minimum of 44 inches in meeting & ballrooms. <input type="checkbox"/> Booths which require 75 feet or more travel distance to reach the exit access aisles shall be provided with a minimum of two (2) exits remote from each other. <input type="checkbox"/> A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, and fire alarm boxes. Clear access shall be maintained to those units. <input type="checkbox"/> Directional and exit signs must function properly and be visible from all areas.	<p><b><u>Electrical &amp; Extension Cords</u></b></p> <input type="checkbox"/> Extension cords shall be grounded when serving grounded appliances. <input type="checkbox"/> Extension cords shall be maintained in good condition without splices, deterioration or damage. <input type="checkbox"/> Extension cords shall be plugged directly into an approved receptacle (not into another extension cord) and shall not be affixed to the structure, extend under floor coverings and across areas of foot traffic, and/or subject to physical damage. <input type="checkbox"/> No lightweight gauge multi-plug cords and adapters. <input type="checkbox"/> Use only UL listed power taps with overcurrent protection. <input type="checkbox"/> All temporary wiring must be accessible and should not be covered. Hard-back booths must have power supplies dropped within.

### Compressed flammable gases

- Flammable/Combustible liquids are prohibited inside the building. (Gasoline, kerosene, cleaning solvents and other petroleum based materials).
- Demonstrations using vehicles on display may be approved only by permit under certain limited conditions.
- Compressed flammable gases including LPG tanks are prohibited unless approved by the Raleigh Convention Center. This includes acetylene, hydrogen, propane, and butane as well as vehicles fueled by LP gas, such as RVs or forklifts.

### Compressed non-flammable gases

- Compressed air or gas cylinders (non-flammable) used for inflation must be properly secured to prevent toppling.
- Non-flammable compressed gas cylinders must be stored in an upright position with gauges and regulator protected against physical damage.
- NFPA 58 permits portable butane-fueled appliances in restaurants and in attended commercial food catering operations where fueled by no more than two 10 oz. (0.28 kg) LP gas capacity non-refillable butane containers with a maximum 1.08 lb. (0.4 kg) water capacity per container.

### Vehicles on Display

Vehicles inside the building shall be permitted through the Fire Marshal's Office and shall meet the following:

- Batteries are disconnected.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons whichever is least. Motorcycle tanks cannot exceed 2.5 gallons of fuel.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, boats or other motor-craft equipment are not fueled or defueled within the building.
- All space beneath vehicles must be clear and visible.
- Any vehicle (gas or electric) parked within the facility must leave keys with RCC security in addition to the operator's name and emergency phone number.
- Vehicles shall not be parked in the fire lanes or block any exits.

### Cooking and/or warming devices

Cooking and warming equipment must have approval from the RCC Event Coordinator no less than 30 days prior to the date of the event.

Cooking and/or warming devices that produce grease laden vapors shall be electrically fueled only. "Sterno" may be used only for warming trays.

Cooking devices shall be approved by a recognized testing laboratory. (i.e. UL, FM).

- Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of booth, or provide a Plexiglas shield between the cooking and/or warming device and the public.
- Combustible materials shall be kept at a minimum of two (2) feet away from any cooking and/or warming device
- A minimum of two (2) feet shall be kept between cooking devices.
- Individual cooking and/or warming devices shall not exceed 288 square inches of cooking surface area (i.e., 12" x 24").
- A UL listed 20: BC rated fire extinguisher and lid for each device or an approved automatic extinguishing system shall be provided within any booth utilizing cooking and/or warming device. Class K rated fire extinguishers are required for deep fat type fryers of any size.
- Appliances should be placed on non-combustible surface material.

### Open flame devices

Open flame devices are prohibited unless approved by the Fire Marshal's office and may also require additional fees and labor calls.

Exception: A small number of candles may be used when approved by the Fire Marshal or his authorized representative.

- Candles shall be securely supported on substantial noncombustible materials. The candle flame shall be protected.

### **Combustible materials**

Hazardous materials are not permitted in the facility without approval from your RCC Event Coordinator.

Exhibitors should submit a written list of any hazardous materials to the RCC Event Coordinator along with the MSDS sheets no less than thirty days prior to the event. All hazardous materials must be properly labeled.

Hazardous chemicals and materials are prohibited inside the building. (Pool chemical, pesticides, herbicides, poison, etc.).

- Combustible materials shall be limited to a one (1) day supply and shall be maintained in an orderly manner. Storage of combustible materials behind booths is prohibited.
- 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 (2) hours and protected by an automatic fire extinguishing system.

### **Flame Retardant Treatment**

- All decorations suspended from walls or ceilings, including but not limited to drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips and foam, shall be proven flame retardant to the satisfaction of the Deputy Fire Marshal. A certificate from the manufacturer must be provided.
- Field application of fire retardant chemicals must be tested by an approved third-party testing agency. The fire department personnel are not allowed to field test any chemical applications.
- Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited. Vertical carpet is not allowed.

### **Floor Plans**

All exhibitions and trade show plans must be submitted to your RCC Event Coordinator at least 30 days in advance of your first contracted date. The floor plan will be reviewed by your RCC Event Coordinator and the Facilities Superintendent, who will notify you of necessary changes. Otherwise, on your behalf, they will submit the floor plan to the City of Raleigh's Office of the Fire Marshal. The Fire Marshal will conduct a walkthrough during Move-In and issue the permit on site, pending compliance with the approved floor plan. The client will be billed directly by the City's Office of the Fire Marshal for the inspection and permit.

Your floor plan should be drawn to scale and have the following information clearly indicated:

- Name and date(s) of event
- Showtimes
- Decorator (service contractor) if available
- Number and booth configurations drawn to scale, including all base dimensions, height, and location
- Revision number and date
- Aisle widths (no less than 10' in width)
- Aisles to be carpeted
- Emergency exits (must not block) areas of refuge
- Locations and dimensions of any stages, platforms, scaffolding, etc.
- Location and dimensions of entrance headers or kiosks
- Registration area, drawn to scale
- Service desk
- Vehicles
- Covered exhibits (canopies, tent tops, umbrellas, enclosed or partially enclosed structures, etc.)
- Cooking demonstrations
- Proposed temporary food service areas

### **RCC Staffing Guidelines**

Prior communication with your RCC Event Coordinator in advance is imperative to the execution of your event. On site requests may not be feasible to accommodate given late notice.

**Explosives - Section 3301.2.2 Sale and retail display**

No person shall construct a retail display nor offer for sale explosives, explosive materials, or fireworks upon highways, sidewalks, public property, or in Group *Assembly* or Educational occupancies.

- Section 3301.2.3 Permit restrictions. The fire code official is authorized to limit the quantity of explosives, explosive materials, or fireworks permitted at a given location.

Display or Storage – Black Powder and Smokeless Propellant NOT ALLOWED.

**Construction/Decorations/Stage Scenery**

- All decorations including, but not limited to, drapes, curtains, table covering, skirts, carpet, signs, banners, acoustical materials, plastic cloth fabric, linen, and similar decorative materials must be rendered flame-retardant.
- Proof of satisfactory flame-retardant treatment (certificate) is required for inspection by the Fire Marshal
- Fire protection and emergency equipment must be accessible. Portable fire extinguishers, pull stations, standpipes, and strobe lights may not be hidden or obstructed.

**Permit**

All permits must be obtained through the Fire Marshal's office and will be issued accordingly to your need. A fee may be required for certain permits.

**Seating**

- All seating arrangements for events must be in accordance with Chapter 10 of the 2015 International Fire Code.
- Any special arrangement must be approved by the RCC Event Coordinator and the Facilities Superintendent.
- Seating approval will require a final site inspection by the Fire Marshal or duly authorized representative prior to opening to ensure compliance with the previously approved plan.

**Smoke/Haze**

- Fire Watch personnel will be required for all events utilizing smoke or haze in the building. This will be arranged and scheduled by your RCC Event Coordinator, and will be scheduled 30 minutes prior to onset of haze until 30 minutes after machine has been turned off. Fire Watch will also be required during any tests or rehearsals to ensure alarms are not triggered.
- Oil-based haze is strictly prohibited.

**Vehicles**

- Fire Watch may be required during show hours based upon the intended use of vehicles at the discretion of your RCC Event Coordinator.
- Fire Watch personnel will also be required during move in hours for all events featuring 15 or more vehicles to check gas levels and ensure compliance with current fire code as they are entering the facility.
- RCC Facilities personnel will conduct inspections for events featuring fewer than 15 vehicles.

**On-Premise Cooking**

- Fire Watch Personnel will be required 30 minutes prior to show open through 30 minutes following show close when cooking on site.

**Tents & Canopies**

- Tents or similar covers which would impair the effectiveness of the sprinkler system must be indicated on the floor plan.
- All displays within the convention center that possess a roofed area (tents, awnings, canopies, etc.) must be equipped with a smoke detector and fire extinguisher.
- RCC Management can require Fire Marshal inspection of structures (including tents, canopies) erected onsite.