

SEATTLE FIRE DEPARTMENT

Information Bulletin #2006-1



BOOTH AND DISPLAY REQUIREMENTS FOR PUBLIC ASSEMBLY EVENTS IN SEATTLE

This information bulletin describes the general Seattle Fire Code requirements for exhibitors participating in public assembly events in the City of Seattle. For more information, please see the Special Events Section of the Seattle Fire Department web page at www.seattle.gov/fire

Flame Resistant Decorative Materials

Certificate of Flame Resistance Required:

All show curtains, drapes, hangings, tables skirts, and hanging table coverings, other than those provided by the show's decorator, must have a current certificate of flame resistant in accordance with National Fire Protection Standard 701 (NFPA 701) or the California State Fire Marshal's standard. A manufacturer's certificate of flame resistance, or a dated, commercially issued certificate of fire resistant treatment in accordance with NFPA 701, is required for all decorative materials of this type provided by other than the show's specified decorator company. The certificate of flame resistance must be provided to the show promoter at least 24 hours prior to the show's opening for review by Fire Department inspectors.

Note: Certificates of Flame Resistance are valid for one (1) year after which time they must be renewed.

Decorative materials treated for flame resistance by the exhibitor:

Decorative materials brought into the show that have been self-treated by the exhibitor for flame resistance and are without a manufacturer's or other commercial issued certificate of flame resistance require the following: A sample of the treated material, labeled with the booth name and number, must be provided to the show promoter at least 24 hours prior to show opening. The sample will be subject to flame test by the Fire Department. Manufacturer's literature of the product used to treat the materials, indicating it is approved for the type of material being treated, must accompany the sample.

General Booth Provisions

- Materials prohibited without a manufacturer' or commercially issued, dated, certificate of flame resistance include the following: straw, hay, split bamboo, dried thatched roofing, and astro-turf when positioned vertically.
- Materials normally used for outdoor ground coverings, such as beauty bark, shredded tires must be flame retardant.
- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited.

Combustible Storage:

- Boxes and storage of combustible materials including salable items, repacking materials and large quantities of literature are prohibited behind your exhibit.
- Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space.

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Special Permits Required:

The following are prohibited in a public assembly unless authorized under permit to the exhibitor from the Seattle Fire Department.

- Use of open flames such as candles, oil lamps or sterno.
- Use of propane for cooking, torches or heating.
- Pyrotechnics
- Heaters
- Fire performances
- Display of a vehicle inside a building
- Combustible or flammable liquids

For permit information see <http://www.seattle.gov/fire/fmo/specialEvents/SEAssembly.htm> or call 206-386-1450.

Ignition sources:

- Combustible materials that are not flame resistant shall be kept at least 18 inches from ignition sources, including electrical outlets and heating producing appliances.
- Boxes and materials shall not be placed over electrical lines and electrical cords.

Maintenance of Exits:

Exhibitors must keep aisleways free of all obstructions, including furniture, salable items, packing crates and boxes.

Decorative materials and booth construction must not block or obscure view of exit signs or fire extinguishers.

Failure to Comply:

Materials or activities not meeting the requirements outlined in this information bulletin will be prohibited in a public assembly in the City of Seattle.

Your compliance with these guidelines will help ensure rapid move-in and on-time door opening.

Resources for Exhibitors:

See the Seattle Fire Department web site for additional information including resources for obtaining fire resistance treatment of decorative materials and other frequently asked questions.