



Exhibit and Tradeshow Permit (IFC 105.6.13)

Purpose of Permit:

To confirm that exhibit and tradeshow events do not negatively affect minimum life and safety standards within hosting facilities.

Application for Permit:

Exhibits and tradeshow permits shall be required for all events that will modify the existing layout within a host facility or introduce materials that increase the level of hazard.

Event Hosting Facilities:

Common event hosting facilities are assembly areas with or without fixed seating intended for the gathering of persons for various functions and activities. This includes convention centers, arenas, hotel ballrooms, large conference rooms, event spaces within buildings, or any other A-3 occupancy as defined by the International Fire Code (IFC).

Level of Hazard:

The level of hazard may be increased when changes are made to a host facility's layout that affect life and safety systems and components and/or hazardous or highly flammable materials are introduced into an area.

Permits and Inspections

Permits shall be required for all exhibit and tradeshow events taking place within event hosting facilities (as defined above) that will modify the host facility's existing condition or increase the existing level of hazard. Applications for permits must be requested at least 21 days prior to the event.

Permit Submittal Requirements:

The following information is required for all applications:

- Event Name
- Event Address (include floor(s) and/or suite(s))
- Event dates and times
- Expected attendance for the event.
- Date and time the event set up will be completed and available for inspection. (After hour inspection fees may be required for events set up outside of normal business hours.)
- Billing and contact information (Name, Business, Phone number and Email Address)

Depending on the use and expected layout, some events may not require a plan submittal for review. If the following conditions are met, a plan submittal may not be required.

Conditions:

Hazardous Materials and Activities:

The following or similar effects and materials will not be introduced or take place during the preparation or time of event

- The use of any hazardous or highly flammable materials (Classified by the International Fire code)
- Pyrotechnics
- Flame effects
- Open flames
- Hazing (smoke machines)

Event Space:

The existing event space will not be modified. This includes the rearrangement of furniture, seating, or partitions. Additional temporary walls, booths, displays, tables, catering equipment, etc. will not be introduced into the space.

Pre-function/ Lobby Area:

Pre-function and/ or lobby areas will not be modified or affected during the setup or time of an event.

Obstructions:

Fire Sprinkler:

No obstructions will be within 18-inches of sprinkler head deflectors

Fire Protection Equipment Obstructions:

Drapes, curtains, displays, booths, etc. will not visibly block or obstruct fire extinguishers, fire alarm pull stations, fire alarm audio/visual devices, fire department hose connections, or any other life and safety system.

Exits:

- All existing exit signage is easily visible from any location within the event
- Existing exits will not be blocked, obstructed, or visibly covered
- Exit corridors (including service corridors) will not be used for storage or event staging

Curtains, Drapes, and Decorations: (IFC 803)

All curtains, drapes, hangings and other decorative materials installed will have documentation of compliance for flame resistance per NFPA 701 and the IFC on site.

Vehicles: (IFC 314.4)

No vehicles will not be located indoors unless otherwise approved

Electrical Equipment:

All electrical equipment will be grounded and safeguarded. If electrical equipment cords will be placed across walking paths, approved protective ramps will be required.

If all of the conditions above cannot be met or as determined by the City of Austin Fire Marshal's Office, a plan submittal will be required for review.

Plans Submittal Requirements:

Floor plans (all floors plans must be dimensioned and scaled)

1. Provide the following information
 - a. Name of event
 - b. Location of event (Building, rooms, corridors, pre-function area, etc.)
 - c. Estimated attendance of event
2. Label and dimension the following on floor plans
 - a. Location of structural elements within the event space
 - b. Location of existing exit doors, exit stairs, and exit corridors within the event space
 - c. Location of booths, partitions, displays, stages, tables, etc. to be setup for the event
 - d. Location of curtains, drapes, and or other decorative material associated with the event
 - e. Location of cooking activities, cooking equipment, fixed kitchens, catering services associated with the event
 - f. Location for equipment storage associated with the event
 - g. Location and arrangement of fixed seating to be setup for the event
 - h. Location of existing life and safety systems and equipment
 - i. Exit signs
 - ii. Fire extinguishers, fire hose cabinets
 - iii. Fire alarm pull stations, fire alarm audio/visual devices
3. Indicate if any special effects, performances, and/or similar acts to take place
 - a. Pyrotechnics, flame effects, open flames, smoke machines, etc.

Code References:

All code information and references refer to the 2012 International Fire Code with the City of Austin Local Amendments

1. Occupant Load for Rooms (IFC 1004)
 - a. Based on Occupancy and Square Footage
2. Number of Exits Required (IFC 1015)
 - a. Based on Occupant Load
3. Minimum Separation of Exits (IFC 1015.2.1)
 - a. Based on diagonal dimension
4. Maximum Travel Distance from Exits (IFC 1016)
 - a. Based on Occupant Load and Occupancy
5. Width of Egress (IFC 1005)
 - a. Based on Occupant Load, Occupancy Density, and Number of Exits Provided
6. Width of Corridors (IFC 1018)
 - a. Based on Occupancy
7. Aisles Information (IFC 1017)
8. Assembly Information (IFC 1028)