

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIBITION HALL FIRE MARSHAL BUILDING RULES

Floor Plans:

- Plans for all tradeshows and public expositions in an acceptable format, shall be turned into your Event Manager (60) days prior to the first scheduled move-in of any exhibits. The plan shall show all details of the exposition or tradeshow, including aisle width, travel distances, exits, entrances, concession stands, concession tables, bars and display configuration.
- Scale needs to be indicated on all plans.
- Your Event Manager will send the floor plan into the City of Knoxville's Fire Marshal's office for approval, and will email you with the approval and/or changes needed on the diagram.
- Your Event Manager will schedule a Fire Marshal walk thru either the day before at 3pm or 1 hour to ½ hour before the show opens on the day of the event. First
- All approved floor plans must be kept clean and clear of obstructions.
- Booth construction must be substantial and fixed in a specified area for the duration of the show.
- Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles (cannot go past the pipe and drape poles).

Aisles/Exits/ Doorways:

- All required exits, including entrance and lobby areas of each hall or meeting space will be unlocked and kept free of exhibits, booths, tables, registration desk and all other obstructions during show hours.
- Must have 10' from all entrance & emergency exit doors in any room or area at the Knoxville Convention Center or the World's Fair Exhibition Hall.
- Must have 20' from all entrance & loading dock doors inside the Exhibit Halls.
- No ticket booths, registration tables, concession stands or check-in tables can be set up outside in the Exhibit Hall AB Foyer at the Knoxville Convention Center.
- No ticket booths, registration tables, concession stands or check-in tables can be set up in front of any of the Exhibit Hall 1-2 Promenade entrance doors at the World's Fair Exhibition Hall.
- Cannot block any Emergency Exit signs or Exit doors unless you get approval from the Director of Event Services, Kate Jackson and the Fire Marshal.
- Emergency Exit signs that are not visible but are accessible need to have a sign made saying EMERGENCY EXIT large enough for people to see and attached to the pipe and drape that is in front of the Emergency Exit doors.
- All cords must be taped down if they are across any exit doors or aisles. Must be in a bright colored tape not Black.
- Nothing can ever be stored in a Fire Exit Stairwell.
- Fire extinguishers, fire hoses, sprinkler closets, alarms, pull down stations, AED machines must be visible and accessible at all times.
- Exhibit crates, boxes and cartons cannot be placed in any aisles.

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIBITION
HALL FIRE MARSHAL BUILDING RULES

Aisles/Exits/ Doorways:

- During the event, move-in and move-out “Freight Free aisles” must be maintained and kept clear at all times.
- All Fire Extinguisher need to have 3 feet access around it at all times.
- Clear 15’ access is to be maintained to exhibit halls concession stands and 10’ from restrooms at all times.
- Aisles and exits must be designated on all floor plans and need to be a minimum of 10’.

Cooking and Warming Devices:

- All food preparation/cooking which is part of a demonstration or exhibition in an assembly occupancy will be accomplished by means of electrical cooking devices. These cooking devices and their power supply will be governed and regulated by such applicable codes.
- Portable Cooking Electric cooking devices shall be permitted as follows:
 - Shall be placed on a non-combustible surface
 - Shall be separated from each other by a minimum horizontal distance of two (2) feet.
 - They shall be kept a minimum horizontal distance of two (2) feet from a combustible material.
 - A 5lb. ABC Fire Extinguisher shall be located at each booth where these cooking-warming devices are utilized.
 - **NO PROPANE TANKS, TURKEY FRYERS, DEEP FRYERS, GRILLS OF ANY KIND ARE ALLOWED INSIDE OR OUTSIDE EITHER FACILITY.**
 - The use of L.P. gas cylinders and open flame cooking devices is expressly forbidden inside and outside either facility.
 - You can bring in an electric deep fryer but you are required to bring in a class K fire extinguisher to be at your booth.
 - Cooking with any sternos or butane cooktops will require a fire extinguisher to be at every station.
 - The Knoxville Convention and the World’s Fair Exhibition Hall do not allow the use or rental of any of our Fire Extinguishers on site.
 - Ovens can be used in building depending on what you are cooking, and there needs to be enough ventilation, and needs the approval you’re your Event Manager.

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIITION
HALL FIRE MARSHAL BUILDING RULES

Food & Beverage Guidelines:

- Sample food and/or beverage products may be distributed as long as they fill out our sampling request form and our Director of Food and Beverage approves it. Such samples must comply with the established sample size policies.
- NO outside food and beverage or alcohol of any kind is allowed on premise inside the Knoxville Convention Center or the World's Fair Exhibition Hall.
- Request to sell any food and/or beverage products needs to have the Request to sell form filled out and be approved by the Director of Food and Beverage. Lynn Armstrong 865-251-6019 lynn.armstrong@asmknoxville.com
- All Food sampling or selling for a multi-day show are required to be permitted through the health department. The KCC and the WFEH will coordinate and schedule with the health department to come and permit booths 1- hour to ½ hour before the show opens.
- The Permits for each vendor booth is \$30. ***pricing is subject to change**
- The KCC and the WFEH also requires there to be a 3-compartment sink available for those vendors to use. It is \$150 for the event. ***pricing is subject to change**
- Will need a copy of the floor plan and the vendor booth, names and booth number 14 days before the first scheduled move-in day sent to your Event Manger.

Cooking Areas Tent/Trailers Outside: this needs to be approved by Fire Marshal prior need to have Event Manager contact and ask.

- 5lb. Type ABC fire extinguisher for each cooking vendor.
- Deep fryers with grease cooking need a K-type fire extinguisher.
- No open flames are permitted underneath any tent or canopy.
- Solid fuel cooking (charcoal, wood) shall be 10 feet away from tents & buildings.
- Propane cooking will be allowed to cook under tent with proper fire extinguisher.
- Secure all LP/CO2 tanks.
- Tent shall have a permanently affixed label bearing the identification of size and fabric/material type. Needs to be approved by Fire Marshal.
- Fire inspection, if required, shall be completed before cooking is allowed on City property.

Electric:

- All cords need to be taped down if they go across a doorway or aisles. Must be taped down with a bright colored tape like yellow.
- No daisy chaining on power strips (plugging a power strip into another power strip).
- Any cords underneath carpet or those that run across your booth where the public is walking needs to be tapped down with yellow or a bright color tape.

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIITION
HALL FIRE MARSHAL BUILDING RULES

Fire Codes:

- No display or exhibit shall be installed or operated which interfere in any way to access to any required emergency exit, exit or exit sign, nor shall any display block access to or obscure access to firefighting equipment.
- All exhibit booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.
- All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection. (examples: drape, signs, banners, acoustical materials, bale of hay, moss, split bamboo, plastic cloth). Oilcloth, tar paper, sisal paper, nylon, orlon and other plastic materials that are not retardant are prohibited.
- Mulch needs to be wet, cannot be more than a 1 foot deep. Need to water mulch each night at end of show, not in the morning.
- NO pine straw or hay is allowed in the KCC or WFEH unless it is left in the bale and is fire retardant and used for decoration. Will need to have prior approval from Event Manager and Fire Marshal.
- NO electronic, vapor or regular cigarettes allowed in the building. Need to be in designated areas outside of the building.
- Can sell electronic & vapor cigarettes but there is no sampling or using inside the KCC or the WFEH and must get approval from the Director of Event Services, Kate Jackson. Kate.jackson@asmknoxville.com 865-740-0477.
- Flammable or combustible liquids, hazardous chemicals or materials, Class II lasers, blasting agents, and explosives are prohibited.
- Any Pyrotechnics need to fill out the Pyrotechnics permit form and get approval.
- Any Compressed natural gas (CNG) or propane (L.P.) field is Prohibited inside or outside the building.
- Fire Extinguishers as required by the Fire Marshal shall be supplied by the exhibitor or licensee the KCC or WFEH does not supply them.

Candles:

- All candles need to be in an enclosed container NO open flames are allowed inside the facility.

Trailers:

- For trailers you need one (1) fire extinguisher for every 3000ft.
- Can have a trailer for a billboard sign but you cannot have people climbing or shopping in the trailer.
- 20'x20' trailer can come in the building with Event Manager approval.
- Any trailers that will have people walking in them need to have Event Manager and Fire Marshal approval before hand.

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIBITION
HALL FIRE MARSHAL BUILDING RULES

Display Lighting:

Fire Marshal ruling of display lighting is as follows: small round or small rectangular fixtures of 250-watt bulbs or less from manufactured modular display companies.

Lighting fixtures must be secured safely and out of the reach of the public.

Tents/ Enclosed Structures:

- A structure/tent maximum size of 12 feet x10 feet or 120 square feet can have a roof as long as there are no sides on the structure/tent.
- A structure smaller than 10 feet x10 feet can have a roof and sides.
- Any enclosed space larger than a 12-foot x 10-foot or 120 square foot space needs to be approved by the Event manager and Fire Marshal at least 30 days prior to contracted move-in day. A floor plan of the structure/tent must be submitted to the Event Manager as well.
- Any enclosed space larger than 300 sq. ft. space needs to have a sprinkler system underneath it and smoke detectors. There also needs to be a locally approved Fire Watch during event hours at \$33 an hour with a 4-hour minimum.
- Need to get approval for any structure larger than 120 sq. ft. or 12x10 from your Event Manager 60 days before contracted move-in day.
- NO SMOKING signs must be installed in any tent/structure.
- One 5 lb. ABC fire extinguisher must be present for 500-1,000 square feet with one additional fire extinguisher per 2,000 square feet.
- Exits must be clearly marked and exit curtain must be a contrasting color.
- Tent must be fire resistant per the Fire Code Chapter 8, with documentation on site.
- Proper aisles must be maintained.
- The number of exits required by occupancy load:
 - 0-199 – 2 exits per tent
 - 200-499 – 3 exits per tent
 - 500-999 – 4 exits per tent
 - 1,000-1,999 – 5 exits per tent
 - 2,000 – plus – 6 exits per tent

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIITION
HALL FIRE MARSHAL BUILDING RULES

Exhibit Structures:

- Exhibits with solid walls, multiple levels, stairs, or canopies/tents over 300 square feet need to submit a floor plan of structure & fill out an application for building permit with the City of Knoxville Building Inspections and Plans Review Department. There shall be a licensed structural engineer's stamp of approval on all plans go to City of Knoxville website at www.knoxvilleTN.gov or send an email to bldginspections@knoxvilletn.gov or call (865) 215-3669
- All Exhibit Structures shall be made of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner. Expanded foam materials shall be fire-retardant.
- Structurally, any "build-up" (or double decker) booth shall have the stamp of a qualified structural engineer attesting to its construction standards.
- All electrical installation shall be standard 3-wire ground wire in conduit. Particular attention shall be paid to neon electrical installation due to high voltage and breakable nature of this type of lighting. Exposed wire of any sort is never allowed.
- All booths constructed within an exhibit hall shall provide for the safe exit of occupants. Two means of exit are required from exhibits, rooms, decks or platform areas where:
 - The intended occupant load of the exhibit exceeds 50 persons.
 - The floor area exceeds 1,600 square feet
 - The distance from any point in the floor area to an aisle exceeds 50 feet.
- Structures up to 12 feet high must withstand a wind force of 5 pounds per square foot. All construction will meet local, state, and federally mandated codes.
- Guardrails need to be provided for all moving equipment as well as hand and eye shields for all heat generating.
- All exhibits, towers, and other components over 12 feet high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer and a structural permit filled out and turned into the City of Knoxville Fire Marshal's office
- Stairs shall be:
 - A minimum of 36 inches wide.
 - Stair risers shall be between 7 inches and 4 inches in height.
 - Treads shall a minimum run of 11 inches, exclusive of nosing.
 - Curved or spiral stairs are not recommended for areas occupied by the public, visitors or clientele, shall not be used unless approved by the local Fire Marshal.
 - Handrails need to be on either side of every stair way.
- All exhibits, towers, and other components over 12 feet high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer and a structural permit filled out and turned into the City of Knoxville Fire Marshal's office.

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIBITION
HALL FIRE MARSHAL BUILDING RULES

Exhibits with Enclosed Areas, with Ceilings:

- Covered or roofed areas shall be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area
- There shall be fire extinguishers, minimum 5 Lb. ABC, in each enclosed area.
- There shall be a locally approved Fire Watch for enclosure larger than 300 square feet.

Exhibits with Multiple Levels:

- Upper level shall support a live load of 100 lbs. per square foot.
- Guardrails shall be at least 42 inches in height and have intermediate rails through which a six-inch sphere cannot pass.
- Stairways shall be at least 36 inches wide for occupancies of fewer than 50 people. Stairways shall be at least 44 inches wide for occupancies of 50 people or more.
- Stairways shall support a live load of 75 pounds per square foot.
- There shall be stairways, separate and remote from each other, from the upper deck, with an occupancy factor of twenty-five or more people, or where the upper deck size exceeds 500 square feet.
- Covered and roofed areas shall be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area, per local code.
- There shall be a fire extinguisher, minimum 5 lb. ABC, in each enclosed area covered by the floor above.
- There shall be a licensed structural engineer's stamp of approval on all plans and a structural permit filled out and turned into the City of Knoxville Fire Marshal's office.
- Covered areas over 300 square feet will require a Fire Watch during the show hours.
- A clear firebreak of at least 10 feet shall be provided between double-deck in covered area in excess of 1,000 square feet
- There shall be stairways, separate and remote from each other, from the upper deck, with an occupancy factor of twenty-five or more people, or where the upper deck size exceeds 500 square feet

KNOXVILLE CONVENTION CENTER AND THE WORLD'S FAIR EXHIBITION HALL FIRE MARSHAL BUILDING RULES

Cold Sparkler Boxes:

- The use of this product requires a licensed exhibitor, licensed operator and a display permit when used in a public display.
- If it is going to be used at the Knoxville Convention Center or World's Fair Exhibition, Hall you will need to fill out a pyro permit thru the City Fire Marshal's office and TN State Fire Marshall to permit this to get approval.
- NFPA 1126 defines a pyrotechnic device as "any device containing pyrotechnic materials and capable of producing a special effect" and further defines pyrotechnic material as "a chemical mixture that contains sufficient oxygen or oxidizing agent required to initiate or maintain combustion and is used in the entertainment industry to produce visible or audible effects by combustion, deflagration, or detonation

Sparklers:

The use of sparklers at the Knoxville Convention Center and World's Fair Exhibition Hall: In accordance with Article 220 of the City of Knoxville Ordinance – fireworks are regulated by the Fire Marshal's office and a permit is required for Class C fireworks. Sparklers are classified as Class C. The meeting planner contracts with a state licensed pyrotechnic company to submit the permit request to the Fire Marshal's office for the Scheduling of a Fire Marshal to be on site during the demonstration as well as to provide all supplies for the demonstration. Although sparklers are permissible under the above conditions, they may be cost prohibitive to your event. The permit fee is \$50, the Fire Marshal on site fee is \$172 and the minimal on electronic firing systems with professional gerbs (non-handheld sparklers) fee is \$2500-\$3000. In addition to these costs, the Knoxville Convention Center's concrete cleaning fee is \$300.