



**CHARLOTTE FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE  
500 DALTON AVE  
CHARLOTTE, NC 28206**



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## **Trade Show/Exhibit Requirements**

The guidelines established herein are intended to meet the minimum guidelines established in the North Carolina Fire Code. Special conditions may warrant additional or more stringent guidelines as the fire official deems necessary in order to ensure the safety of the public.

### **Permits/Plans:**

A Charlotte Fire Department permit is required for a public exhibition or trade show event that has an expected attendance over 400 people. This shall include the completion and submittal of an "Exhibition and Trade Show Permit Application", along with submittal of two sets of plans, drawn to scale, and mailed or delivered to our office located at 500 Dalton Avenue (unless at specific venues plans are reviewed on site). Our office must receive the completed permit application and associated fee, along with the plans no less than 15 days prior to the start of the show or exhibition. The following information shall be included on the plans:

- Name, location and dates of the event
- Locations of all exits and exit access aisles
- Locations of all display booths, exhibits, stages and any other fixed displays or structures
- Location of fire alarm pull-stations and notification appliances
- Location of hazardous materials or compressed gases that may be utilized, as approved by the fire official

### **Specific Guidelines:**

- 1) Vehicles inside structure
  - A) Motor fuel-operated vehicles used for display shall have NO LESS than ¼ tank or 5 gallons, whichever is less.
  - B) Batteries shall be disconnected.
  - C) Fuel access points shall be closed and sealed to prevent unauthorized tampering.
  - D) Vehicles shall not be de-fueled or re-fueled while inside the structure.



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- 2) Use of propane or other flammable gases
    - A) Cylinder size shall be limited to an individual maximum size of 2 ½ pounds and the total aggregate quantity shall not exceed 200 pounds.
    - B) Readily combustible materials shall not be kept in the same area as the gases in storage or use.
    - C) Cylinders shall not be stored in any exit enclosure, at any exit door or in the path of direct access to an exit.
  
  - 3) Special Operations
    - A) Operations of warming food utilizing solid fuel burners are allowed provided they are not located where they can ignite combustible materials.
    - B) Cooking demonstrations shall be allowed as long as proper clearance is maintained so as not to ignite combustible materials or cause injury to any person.
  
  - 4) Decorative Material
    - A) Decorative material, including drapes or curtains, shall be of a flame-retardant material. This shall not apply to items actually for sale, but rather material used or installed simply for decorative purposes, such as wall coverings, thatch material, etc.
    - B) If any material is rendered flame-retardant by the user, via the use of a commercially produced product, a letter shall be provided to the fire official indicating so and shall include the name and type of product used.
  
  - 5) Site Inspection and Approval
    - A) Prior to the show or exhibit opening, a site visit shall be required by the fire official and approval granted before the general public is allowed in the building or show area.
    - B) The fire official has the authority to require that certain measures be taken for certain conditions that may impact public safety. Additionally, the fire official has the right to close a show and/or cause the immediate evacuations for any circumstances that is deemed as a life-safety condition.