Trade Show & Convention Event Interior Review

Specifications and requirements:

Submit completed Trade Show & Convention Event Application Package to Fire & Life Safety a minimum of <u>14 days</u> prior to the event. **Approval must be granted by the Fire & Life Safety Division before the event.**

Application Submittal Requirements:

Trade Show & Convention Application package consists of the following four items:

1. **Completed Trade Show & Convention Event Application** ☐
2. **Detailed Floor Plan** specifying the following:
   a. Maximum occupant load for the room ☐
   b. Number of attendees ☐
   c. Location of all exit(s) doors and specify which doors are accessible during the event ☐
      - Call out any exit(s) that are blocked & method of exit sign cover
   d. Direction of door swing ☐
   e. Width of all doors, including width of door(s) that exits to the exterior ☐
   f. Aisle widths ☐
   g. Show locations and dimensions of all booths & seating ☐
   h. Distance of tables/booth/seating to the walls ☐
3. **This completed checklist** ☐
4. **Trade Show & Convention Event Processing Fee**, per city Fee Schedule
   a. Invoice will be sent upon approval of application package.

Trade Show & Convention Event Application

CONTRACTORS CONTACT INFORMATION:

Contractors Name/Business Name _____

Contractors Address _____

Contractors Contact Phone _____ Email _____

ON-SITE CONTACT INFORMATION (if different than contractors information)

On-site Company Name & Address _____

On-site Contact Name _____ Phone _____

Email _____

EVENT DETAILS

Hotel Name & Room or Location of Event _____

Event Name _____

Event Start/End Date & Time _____

Number of Attendees _____

Submit completed application package to: Fire Permit Technician