Albuquerque Fire Marshal's Office Exhibit Application

724 Silver SW
Albuquerque NM, 87102
Phone (505) 764-6300
Fax (505) 764-6323

☐ **Approved** ☐ **Disapproved**
Man #_____ Date_____ Case#_____
Officers Signature_____

Approved plans do not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with the approved plans.

Event Information	
Event Name	
Street Number	**Street Name** / **Quad.**
City	**State** / **Zip Code**
Event Contact	
Event Contact Phone	
Event Contact Fax	
Event Start Date	
Event Start Time	
Event End Date	
Event End Time	

Billing Information	
Billing Company	
Street Number	**Street Name** / **Quad.**
City	**State** / **Zip Code**
Billing Contact	
Billing Contact Phone	
Billing Contact Fax	
Inspection Date	
Inspection Time	
Total Square Footage	
Event Contractor	

Exhibit and Tradeshow Guidelines

EXHIBIT BOOTHS AND CONSTRUCTION Exhibit booths shall be constructed of non-combustible or limited combustible material. Exhibit booths, vehicles, boats and similar exhibited products having 100 sq ft or more of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited. No open flame devices or pyrotechnic devices shall be used in any assembly occupancy, unless otherwise permitted by the authority having jurisdiction. The following items shall be prohibited within exhibit halls: Compressed flammable gases, Flammable or combustible liquids, Hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives. **The authority having jurisdiction shall be permitted to allow the limited use of any of the above items under special circumstances.**

ACOUSTICAL AND DECORATIVE MATERIAL such as: but not limited to: cotton, hay, paper, straw, moss, bamboo, wood chips, or similar materials shall be treated against the spread of flames to the standard set by the authority having jurisdiction. The use of non-treated material is prohibited.

FIRE EXTINGUISHERS shall display current and up to date annual inspection tags and shall be mounted up off the floor. All fire extinguishers shall have a minimum size of 2A10BC for Ordinary Hazards. All fire extinguishers shall be indicated on the site plan and not exceed 75 feet of travel distance.

FIRE PROTECTION SYSTEM OBSTRUCTIONS are prohibited. All fire alarm devices and fire extinguishers shall remain visible and unobstructed.

EXITS AND AISLES shall remain clear and unobstructed at all times. Stages shall be 10 feet from walls and not obstruct exit pathways. All aisle widths shall be indicated on the site plan. Fire Lanes shall a minimum width of 20 feet at all times.

EXIT SIGNS shall indicate the exit and the direction of travel to an exit. All exit signs shall remain unobstructed. Additional signs may be required.

EXTENSION CORDS UL, FM, or NRTL, three prong, grounded extension cords are permitted. Frayed, taped, or Daisy Chained wires are prohibited.

COOKING DEVICES Cooking devices shall be approved by a recognized testing laboratory and approved by the Fire Marshal's Office. Cooking and/or warming devices that produce grease laden vapors shall be electric and/or approved by the Fire Marshal. Cooking and/or warming devices shall be isolated from the public either placing the device a minimum of four (4) feet back from the booth, or providing a barrier between the cooking and/or warming device and the public. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material. A minimum of two (2) feet shall be kept between cooking devices. Combustible materials shall be kept two (2) feet away from any cooking and/or warming device. A Type "K" fire extinguisher(s) and lids shall be required for devices producing grease laden vapors. Closed suppression system type fryer units shall display current inspection tags. Fryers shall have covers.

FUELED VEHICLES Fueled vehicles (including ATVs, Motorcycles, and Boats) on display within an exhibition facility shall comply with the following: All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of fuel vapors, At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected cable shall then be taped with non-metallic tape, Fueling and de-fueling of vehicles within a facility is strictly prohibited, Vehicles shall not be moved at any time during exhibit hours, Fuel tanks shall not exceed ¼ of the tank capacity or 5 gallons, whichever is less, Fuel systems shall be inspected for leaks, Fire extinguishers for vehicles shall have a minimum rating of **3A40BC** or bigger and shall not exceed 50 feet travel distance. **Exceptions: Vehicles on display outside the facility will be approved on a case by case basis.**

CHAIRS Non-fixed chairs exceeding 200 shall be fastened together in groups no less than three or securely fastened to the floor

ADDITIONAL FEES Additional fees may apply for required permits (ie, open flames, flammable liquids, and vehicles in assemblies, etc). After hour inspection fees and standby fees may be required and will be determined on a case by case basis. Minimum four hours per inspector totaling $221.00 $60 Re inspection fees apply on the third and following inspections.

DISAPPROVALS Any revisions must be made on a new application. Disapproved plans must be submitted along with the revisions.

INSPECTIONS Inspection times shall be scheduled within four hours of the event opening. All electrical equipment, catering devices, tables, chairs, and merchandise shall be set in place prior to inspection.

Disclaimer

The undersigned herby acknowledges that all requirements indicated above must be adhered to in order for this application to be accepted. The standards specified above are the minimum requirements. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise. An approved plot plan or floor plan does not guarantee the issuance of a permit. Final inspection is required confirming the event coincides with both the approved plan. All disapprovals will be indicated on the top of each page and all violations will be indicated with a check mark on this disclaimer. All information must be submitted to process this application. This application must be walked in if the event is within a week. Revised 04/22/10.

APPLICANTS NAME: _____ **PHONE NUMBER:** _____
(PLEASE PRINT)

APPLICANTS SIGNATURE: _____ **DATE:**_____

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☐ **Approved** ☐ **Disapproved**

Man #_____ Date_____ Case#_____

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☐ **Please Check This Box if This is a Revised Plan**

LEGEND:		**OFFICER COMMENTS:**
[E] ILLUMINATED EXIT SIGN	FIRE EXTNGUISHER	Revised 04/22/10
EMERGENCY LIGHTING	NO SMOKING SIGNS	
[E] COMBINATION UNIT	(M) GENERATOR / MOTOR / CAR	
⊣ ⊢ EXIT OPENING	LPG LIQUEFIED PETROLEUM GAS	