

**San Francisco Convention Facilities**  
**Public Safety and Fire Management Plan**  
for Moscone Center North, South and West (Rev. 4/10)

## **INTRODUCTION**

The purpose of this plan is to provide information necessary to maintain acceptable levels of fire and public safety within the San Francisco Convention Facilities. These are the *minimum* fire safety requirements which shall apply to all events whether open or closed to the public. A Fire Marshal has been appointed as the official staff representative responsible for enforcing all fire and safety rules and regulations. The Fire Marshal is required to:

1. Provide guidance to Show Management for floor plan preparation.
2. Review proposed floor plans, booth layouts and construction (including special suppression systems if required).
3. Monitor the facility for prohibited processes and equipment from set-up through show hours and dismantling.
4. Monitor all exhibitions to assure that interior finishes and furnishings meet code requirements.
5. Review the permit requests for use of restricted materials.
6. Make final inspection and approval of a show prior to opening.
7. Review plans for new construction and tenant improvements.
8. Maintain and update the Emergency Plans.

## **FLOOR PLAN APPROVAL PROCEDURES**

### **Exhibit Space**

Before exhibit space is offered for final sale to exhibitors, Show Management may submit one copy of the **proposed** floor plan drawn to scale, to the facility Fire Marshal for review. PDFs are welcome for this purpose. Exhibitors shall submit nine (9) copies for final approval thirty (30) days prior to the event. All floor plans shall indicate:

1. Show name, dates, times and General Service Contractor (Decorator).
2. Booth configurations drawn to scale; including all base and height dimensions and locations.
3. Aisle locations and dimensions:
  - a. A minimum 10' width between rows of booths at Moscone Center and 9'6" in Bill Graham Civic Auditorium is required.
  - b. Booths or displays are prohibited in any aisles or emergency access areas.
  - c. A minimum 10' wide perimeter aisle is required in Moscone South, and the front crossing aisle shall be a minimum of 20'.
  - d. Cross aisles shall be clearly marked on all floor plans and placed directly in line with exits in all facilities.
4. The locations of concession areas or proposed temporary cafeterias.
5. Exits, aisles, fire and life safety devices (i.e. fire extinguishers, hose cabinets, PERS stations) locations and clearance dimensions.
6. Dimensions and locations of exhibit hall platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems.

7. ELECTRICAL EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.
8. ELECTRICAL WORK UNDER CARPETS must be done, or supervised by the decorator's electrical contractor. Round cords are not authorized under carpet.

### **Large Seated Session Areas**

Floor plans for general sessions or other large seated events held in any exhibit hall or ballroom must be submitted under the same conditions as those for exhibit areas. These must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems.

*When seating rows have 14 or less seats, the minimum clear width between rows shall not be less than 12 inches measured as the clear horizontal distance from the back of the row ahead and the nearest projection of the row behind (Ref: Article 25, 2001 California Fire Code).*

### **Lobbies**

Lobby area plans must be provided under the conditions listed above and indicate the dimensions and location of all equipment to be placed by or through the event's general service or registration contractor. This includes but is not limited to counters, tables, kiosks, draped or hard-walled storage and lounge areas, computer stations, and any other equipment to be placed in lobby areas.

### **Approval Process**

Notice of approval or rejection of a floor plan will be given within ten working days of receipt. Carefully review all returned floor plans for corrections. If the plan is rejected, the areas in question will be marked in red ink. Red ink markings on plans are for exclusive official use by SFFD approving authority. The determining factors for rejection will be outlined to facility management who will inform the appropriate show staff representative. The plan shall then be corrected and re-submitted for final approval to facility management. Copies of the approved plans along with any relevant correspondence shall be maintained in the master event file, one copy to be retained by the Fire Marshal and a copy of the approved plan shall be displayed in a conspicuous place in the decorator service area during set-up for examination/conformance by Show Management.

### **ON-SITE EXHIBITION PROCEDURES**

Prior to commencement of a show set-up or dismantling, when notified by Show Management/ decorator through the control room, the facility Fire Marshal may have smoke detector systems deactivated in appropriate exhibit areas if necessary. This will eliminate the possibility of false alarms due to by-products of combustion from vehicles used during set-up and dismantling. Upon completion of work activity, and prior to show opening, the show decorator/Show Management shall so inform the control room duty person. The smoke detector systems shall then be reactivated by control room personnel. All vehicle movement in and out of all facilities is strictly regulated. Unloading of show material on exhibition floor is controlled. A walk-through inspection of the exhibit area will be made prior to final approval and opening of a show by the facility Fire Marshal, Event Manager and Exhibit Manager or

their officially designated representatives. Violations to these guidelines or situations posing any undue hazard to public safety shall require immediate correction.

All fire protection and life safety systems and devices shall be fully operational before the facility is opened to the public. This will be accomplished by a final visual inspection by the Fire Marshal, of all areas and by confirmation of status of equipment through the facility fire alarm system. While a show is in progress, it will be the responsibility of the facility Fire Marshal, facility staff, show management staff and exhibitors to maintain the approved clearances to all fire and safety equipment and to make sure that ***all emergency exits and required aisles are free of obstruction.***

Violations of the San Francisco Fire Department mandated guidelines observed during the operation of a show will be documented and brought to the attention of both show and facility managements for immediate correction. If, in the opinion of the facility Fire Marshal, there is an extreme hazard to safety, he has the authority to delay or terminate the show until the problems have been satisfactorily corrected.

### **EMERGENCY REPORTING PROCEDURES**

Moscone North, South, and the Esplanade are equipped with Public Emergency Response System (PERS) stations. Moscone West and the Bill Graham Civic Auditorium are equipped with Fire Alarm Pull Stations located throughout the building. All buildings have white courtesy telephones available. **The emergency number is 511**, and is designated on the handset. Detailed reporting procedures that are building specific can be found in the Emergency Preparedness Plan.

If evacuation/relocation of an area is required, voice instructions will be announced through the public address system.

**All fires** active or extinguished shall be reported to the control room.

### **PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT**

Use of the following materials, processes or equipment *is prohibited*:

1. Blasting agents, or explosives.
2. Pyrotechnics in Moscone West.
3. Flammable cryogenic gases.
4. Smoking within the facilities.
5. Fueling of motor vehicles.
6. Wood matches with all-surface strikes.
7. Cellulose nitrate motion picture film.
8. Aerosol cans with flammable propellants.

### **PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP AND DISMANTLING**

The following equipment or operations are prohibited during exhibition, booth construction or dismantling:

1. Materials-handling equipment which exceeds established emission levels.

2. Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc. or approved by a nationally recognized testing laboratory.
3. Portable heating equipment.
4. Painting with flammable or volatile paints and finishes.
5. Any equipment or operation that increases the risk to fire and life safety.

#### **MATERIALS, PROCESSES OR EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE**

Use, display or storage of the following materials, processes or equipment are restricted and subject to approval of the facility Fire Marshal and may also require a permit from the San Francisco Fire Department:

1. Natural gas fired equipment.
2. Open flame devices (including candles and cooking equipment).
3. Exhibits involving hazardous processing or materials.
4. Pyrotechnic displays.
5. Liquefied petroleum gas (Ref: California Fire Code Chapter 38).
  - When approved, LPG (propane) containers having a maximum water capacity of 12lb[nominal 5lb LP-Gas capacity] may be permitted to be used temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
  - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see Food Preparation within exhibits in the Building Users Manual) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between devices and public.
  - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
6. Fossil fuel powered equipment.
7. Lasers.
8. Hydraulically powered equipment using flammable fluids.
9. Radiation producing devices.
10. Flammable liquids.
11. Welding, cutting or brazing.
12. Other materials or processes judged by the facility Fire Marshal to increase the risk to fire and life safety.

#### **Please Note: All Equipment must be UL Listed**

**Liquid and Gas-Fueled Vehicles and Equipment used for display, competition or demonstration within this facility shall be in accordance with the California Fire Code, Section 2404.** The pertinent sub-sections are as follows:

- The location of vehicles or equipment shall not obstruct or block means of egress.
- Batteries shall be disconnected in an approved manner.
- Vehicles or equipment shall not be fueled or defueled within the building.

- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9L), whichever is less.
- Fuel systems shall be inspected for leaks.
- Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.

### **SPECIAL APPROVAL**

To obtain approval, the exhibitor shall submit in writing:

1. The nature of the process or equipment to be used.
2. The quantity of restricted materials to be used.
3. Provisions that will be made to provide fire suppression or other life safety measures.

This request must be submitted to facility management 30 days in advance of the first move-in day of the show. It will then be given to the facility Fire Marshal who will approve or reject the request. If a San Francisco Fire Department permit is required, instruction for applying will be stated.

### **BOOTH CONFIGURATIONS**

The following booth configurations are acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 500 square feet in area.

The following booth configurations **will require prior approval**:

1. Platforms exceeding 500 square feet in area.
2. Exhibition booths with canopies.
3. Single-level covered exhibition booths.
4. Booths/exhibits of a height exceeding 16'.
5. **Two Story Booths**
  - Plans must be certified by a licensed professional engineer before they are submitted.
  - All areas under multi-level booths must be equipped with a UL approved, battery operated smoke detector attached to the ceiling or under structure.
  - A 2A10BC extinguisher is required on each level and easily available.
  - If the occupancy load is nine persons or less, one exit is sufficient. If occupancy load is more than 9 persons, two means of exiting are required (Section 10 of the California Fire Code).

### **ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION**

The following types of materials will be acceptable for booth construction and decoration:

1. Wood that is properly treated as per UBC Standard 8-1, and certified (See definition of UBC Sec 207 for fire treated wood).
2. Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E84 (Tunnel Test), and certified as such.

## ACCEPTABLE INTERIOR FINISHES AND FURNISHINGS

Use of the following materials and furnishings is controlled:

1. Drapes, hangings, curtains, and props.
2. Foam core board (PVC) shall be a certified flame resistant type. **No exceptions.**
3. Poster paper and banners.
4. Decorative fabrics.
5. Christmas trees. (Cut trees shall be flame retardant by a State certified applicator and a current certificate posted in booth.)
6. Motion picture screens.
7. All other decorative materials, including plastics.

### All materials and furnishings shall be:

1. Made from non-combustible materials; or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process. Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date and type of treatment and the firm that treated the material **shall** be located on, or affixed to all treated materials or posted in booth.
3. Approved by the facility Fire Marshal when containing material constructed of plastic. (Note: Oil paper, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

Interior furnishings and materials shall not be located as to obstruct or block exits, fire and life safety devices or equipment. Placement of chairs in aisles and corridors is strictly prohibited. Chairs shall remain within booth boundaries and under strict control of booth operator.

## PORTABLE SPOTLIGHTS

All types of clamp-on portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping material permanently attached to the lamp holder clamp.

Use of ceramic-porcelain or molded composition type of neck-shell is the only type approved for use in the San Francisco Convention Facility. On/off switches are usually located in the neck.

Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Flexible cord extensions may only be used for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

## FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo,

plastic cloth and similar decorative materials, shall be flame retarded to meet the San Francisco Fire Department and the State Fire Marshal's requirements.

All table coverings, fabric walls, paper, or any decorative material whatsoever must have a California flameproof certificate or tag. Only California certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal.

### **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show Management shall assume responsibility for daily adequate janitorial and rubbish pickup service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily. Storage of empty cartons in exhibit booth area is not permitted.

Storage of any kind is prohibited behind back drapes or display walls, and inside the display area. All cartons, crates, containers, and packing materials which are NECESSARY FOR REPACKING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

### **OBSTRUCTIONS**

Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies, passageways, and fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond booth area into aisles.

### **MOVE-IN / MOVE-OUT PROCEDURES**

No move-in or move-out will be allowed through the Moscone Center lobbies. Arrangements can be made to use emergency ramp access to the exhibit hall for "hand carried" materials, hand carts or other small dollies. The major decorator of an exhibition event shall maintain control of the exhibit floor during set-up and dismantling.

1. No vehicles will be allowed in tunnel areas, loading docks or exhibit halls without proper Identification.
2. Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading/unloading permits will be allowed in work areas.
3. Independent decorators and sub-contractors must be properly bonded, insured and have access permission to loading/unloading areas through the Show Management or General Service Contractor and must maintain a valid permit from the facilities.
4. Individual exhibitors loading/unloading merchandise must secure a temporary access permit prior to entering booth areas from the decorator service desk or show office.
5. Trucks are not permitted in Moscone exhibit halls unless dock space is unavailable. Idling of vehicles is prohibited.
6. No vehicles are allowed in the Esplanade or Gateway Ballrooms at any time unless they are part of an exhibition.

7. No vehicles shall be permitted in Bill Graham Civic Auditorium unless they are part of an exhibit. There are several approved parking spaces located in the basement for permit parking only.
8. **KEEP ALL FIRE LANES CLEAR FOR IMMEDIATE USE BY EMERGENCY VEHICLES.**

#### **PARKING**

There is ***no parking allowed within the San Francisco Convention Facilities at any time.*** Unauthorized vehicles will be towed at owner's expense. Trash compactor and debris box removal area, as marked on the floor, shall be kept free and clear at all times, as well as the access area to the baler.

#### **EXHIBIT CRATE STORAGE**

Since most crates and cartons are not flame resistant and the packing materials are not treated, ***storage of these items is not permitted within the Moscone Center.*** However, limited crate storage will be allowed in Moscone West due to a sprinkler system density designed for higher hazard areas.

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