



CLOVIS FIRE DEPARTMENT

Standard #39

Trade Show/Exhibit/Craft Show Guidelines

1. A drawing of the layout shall be submitted for fire department approval at least 6 weeks prior to the event.
2. All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch ($\frac{1}{4}$ ") thick or greater.
3. Combustible materials shall not be attached to, or hung on, or hung from sides or dividers of booths.
4. Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be kept clear of any power cords.
5. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a one (1) day supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility.
6. All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay, and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate or a sample of the decorative material must be provided to the Clovis Fire Department to verify that the approved treatment has been applied or the materials must be removed prior to show opening.
7. All cooking shall be done only in the kitchen.
8. Helium cylinders shall be secured in an upright position.
9. No open flames (including candles), flammable liquids, flammable gases, heat producing equipment, or hazardous materials allowed. All flammable or combustible aerosol containers, used for display purposes, must be empty.
10. A minimum of eight foot (8') wide aisles shall be maintained.
11. All exits must be kept clear and unobstructed.
12. All fire extinguishers must be visible and accessible at all times.

Please contact the Clovis Fire Department at 559-324-2200 with any questions.