



Clark County Fire Department

FIRE PREVENTION BUREAU

4701 W. Russell Road • Las Vegas, NV 89118

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PERMIT GUIDE

INDOOR TRADE SHOWS AND EXHIBITIONS

This is to assist those obtaining a permit to hold an indoor exhibit or trade shows with an occupant load of 300 persons or greater as required by 105.6.13 of the IFC. A permit is not required for events with fewer than 300 persons.

See Section 320 of the CCFC for regulations governing exhibit booths, decorative curtains and textiles, and demonstration cooking. A diagram of the event layout with fire safety features is also a permit requirement.

APPLICABLE CODES:

The following codes and standard apply to this permit:

- *International Fire Code*, 2016 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)

Trade shows or exhibitions shall be conducted according to the permit limitations of section 320 of the IFC as amended by the CCFC. Also see section 1029 of the IFC entitled assemblies.

Link to CCFC: See the amendments to codes using the link below;

https://cms8.revize.com/revize/clarknv/Building%20%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575

SUBMITTAL REQUIREMENTS:

Provide a diagram (plans) including all information in CCFC section 320.5. These are the following ten items:

1. Overall floor plan (either drawn to scale of dimensioned properly).
2. Egress analysis showing conformance with Chapter 10 of the IFC.
3. Seating arrangement and/or table and chair configurations.
4. Locations of all exhibit booths (booths, aisles and exits).
5. Locations of temporary walls, partitions, or curtains.
6. Lobby and registration area usage.
7. Locations of temporary platforms (along with intended use beneath the platform).
8. Fire protection equipment (e.g. extinguishers, fire alarm devices, hose cabinets, etc.)
9. Temporary fire sprinkler and fire alarm system/devices to be installed (note: This requires a separate permit).
10. Copy of excerpt from show management information guide serving notice that all exhibits shall comply with applicable codes and shall have all necessary CCFC permits.

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Permit Guide: Indoor Trade Shows and Exhibitions, (cont'd)

Here is an example of a completed table that facilitates the review:

TRADE SHOW OR EXHIBITION INFORMATION	
Name and address of property.	<i>Mega Resort #1 88888 Las Vegas Blvd South</i>
Name of event, room name, floor level.	<i>National Association of Trade Shows Grand Ballroom No. 1 Second Floor Room Number 123</i>
Move-in and move-out dates.	<i>August X, 2020 to August Y, 2020</i>
Event contact for inspections.	<i>Fred Freep 702-999-9999 cell 702-888-8888 office</i>
Total floor area occupied (ft ²)	<i>80,000 ft²</i>
Usable floor area (ft ²)	<i>70,000 ft²</i>
Calculated Occupant Load	<i>4,667 persons</i>
Number of Tickets (if the event is ticketed)	<i>4,000 persons</i>
Required exit width (ft)	<i>59 feet</i>
Provide exit width (ft)	<i>75 feet</i>

Including the table shown above on your plan will help us to approve the permit application.

Use the following table and formula to determine the calculated occupant load:

OCCUPANT LOAD FACTORS	
TYPE OF SPACE	FACTOR (ft²PER PERSON)
Fixed Seating (not movable)	Actual number of seats
Exhibit Floors	15 net
Tables and Chairs (e.g. dining and classroom)	15 net
Chairs Only	7 net
Standing Space (e.g. SRO, pits)	5 net
Stages and Platforms	15 net
Back Stage	200 gross
Kitchens	200gross
Business Centers / Office	100 gross
Storage / Bone Yard	500 gross
Net area excludes building components. Gross area is all within the walls.	

EXIT CAPACITY	
Door and Ramps	80 persons per foot*
Stairs	60 persons per foot**
*Based on 0.15 inch per person	
** Based on 0.25 inch per person	

Example calculation:

20,000 ft² exhibit space: $20,000 \text{ ft}^2 \div 15 = 1,334$ person Occupant Load

$1334 \div 80 = 16.6$ feet of exit capacity required

If at least 16.6 (16 feet, 8 inches) of exit door width is provided, the exhibit space complies.

The configuration of tables, chairs and booths are also regulated by the CCFC. This table summarizes the spacing rules:

Objects	Distance apart
Table edge to table edge.	6 feet
Aisles in front of booths	8 feet
Around high-top tables without chairs.	3 feet
Around high-top tables with chairs.	6 feet
Between up to 14 chairs set theater style.	1 foot
Between over 14 chairs set theater style	0.3 inch for every chair over 14 feet, but no more than 22-inches

Decorations and Booth Construction:

Drapes, curtains, and textiles need to be verified as flame resistant. This is done by review of a certificate of flame resistance that states compliance with the *Standard Methods of Fire Tests for Flame-propagation of Textiles and Films*, NFPA 701 or a California State Fire Marshall Approved certificate. A certificate is to be provide along with the plan. See CCFC section 320.3 for more information.

Booths can be made of the material listed in CCFC section 320.2.5. This is field verified and booth constructions details do not need to be submitted.

Exhibition Cooking:

The Clark County Fire Prevention Inspector will review cooking compliance with CCFC section 320.4

Indoor Trade Shows and Exhibitions are Temporary Operational Permits and are limited to a duration of **180** days. If any changes are made to the arrangement; revisions will need to be submitted.