



# **TCC Fire Regulations**

## **Exhibits & Displays in Public Buildings**

These regulations are set to maintain an acceptable level of fire safety within The Toronto Congress Centre (TCC). The fire protection systems built into TCC have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within TCC to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Event Logistics staff of TCC and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public.

**All Exhibitors must have these requirements in their possession during booth occupancy.**

### **THESE REQUIREMENTS APPLY TO THE FOLLOWING**

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| 1. Prohibited Materials, Processes & Equipment                 | 7. Combustion Engines                        |
| 2. Materials, Processes & Equipment Requiring Special Approval | 8. Electrical Equipment and Connections      |
| 3. Acceptable Booth Configuration                              | 9. Portable Spotlights                       |
| 4. Acceptable Material for Booth Configuration                 | 10. Procedures during Set-up and Dismantling |
| 5. Interior Finishes and Furnishings                           | 11. All Items to be Suspended from Ceilings  |
| 6. Obstructions  | 12. Emergency Procedures                     |

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

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

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| 1. Acetate fabrics, corrugated paper box board, no - steam paper | 10. Fueling of motor vehicles   |
| 2. Paper backed foil unless glued securely to suitable backing   | 11. Liquefied petroleum or natural gas  |
| 3. Styrofoam and/or foamcore                                     | 12. Wood matches with "all surface" strikes   |
| 4. Fireworks (permit)  | 13. Hazardous refrigerants such as sulfur dioxide and ammonia   |
| 5. Blasting agents   | 14. Cellulose nitrate motion picture film   |
| 6. Explosives  | 15. Portable heating equipment  |
| 7. Flammable cryogenic gases                                     | 16. Flammable liquids or dangerous chemicals  |
| 8. Aerosol cans with flammable propellants                       | 17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association). |
| 9. Smoking in posted "No Smoking" area                           |   |

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

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The use of the following materials, processes or equipment is subject to approval from TCC Event Logistics. If any materials, processes or equipment requiring approval are to be used the Exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by Show Management to TCC who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees

## **ACCEPTABLE BOOTH CONFIGURATION**

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The following booth configuration will be acceptable:

1. Open top booths
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from TCC's Event Logistics department. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. TCC Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

1. Platforms exceeding 400 sq ft in area
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 sq ft
3. Layouts of all meeting rooms used for exhibit.

## **ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION**

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

1. Wood
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300
3. Non-combustible materials as regulated by the Ontario Building Code

## **INTERIOR FINISHES AND FURNISHINGS**

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The limitations described below shall apply to all booth interior finishes and furnishings including:

- Drapes
- Hangings
- Curtains
- Drops
- Christmas trees
- Artificial flowers and foliage
- Ruscus
- Split wood
- Textiles
- All other decorative materials including plastic
- Paper, cardboard or compressed paperboard (less than ¼" thick is considered paper)

## **LIMITATIONS**

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1. Made from non-combustible materials, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process
3. Corrugated cardboard can be used only if fire retardant treated at the factory
4. Plastics can be used only if approved by the TCC

**Note:** It is necessary to flameproof textiles, paper and combustible merchandise on display for sale but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour weave or texture.

Booth Wallpaper is permissible if pasted to walls or wall board backing.

The following test (NFPA 701 Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 ½' wide x 4" long) and hold it with a pair of pliers;
2. Hold a wooden match ½" below the bottom of the material 12 seconds;
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant;
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Draping, table covering, booth partitioning and carpeting used in a show must be of flame-retardant material. All material is subject to inspection and flame-testing at any time by the Fire Department and/or the Director of Fire Safety.

## **OBSTRUCTIONS**

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Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

All fire & emergency equipment located in the building may not be hidden/ obstructed in any way. Emergency exits and aisles must be kept clear and unobstructed.

Vehicles parked on fire routes will be removed at the owner's expense.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the Show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Aisles between display booths shall be a minimum of 8 feet.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

## **COMBUSTION ENGINES**

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Vehicles or other flammable fueled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel or which have ever contained fuel must not be more than  $\frac{1}{4}$  full and the gas cap must be locked shut or otherwise secured. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from TCC.
3. The electrical system shall be de-energized by either:
  - a. Removing the battery
  - OR
  - b. Disconnecting both battery cables and covering them with electrical tape or other similar insulating material
4. Tanks containing propane shall be maintained less than  $\frac{3}{4}$  full. Vehicles may be driven in and positioned. The engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

## **ELECTRICAL EQUIPMENT & CONNECTION**

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The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. All electrical equipment must be CSA or UL approved. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the TCC Exhibitor Rules & Regulations. It is the responsibility of the Licensee to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

## **PORTABLE SPOTLIGHTS**

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All clamp on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three conductor cord used to power bars.

## **PROCEDURES DURING SETUP AND DISMANTLING OF SHOWS**

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The Licensee shall assume full responsibility in advising and enforcing all fire regulations with their exhibitors.

No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.

Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.

Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.

Boxes, packaging, and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers.

Any type of utility connection (i.e.: electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the entree's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule".

The following equipment and operations are prohibited during show setup and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Tools and equipment powered by flammable fuels, except materials handling equipment.
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory.
4. Portable heating equipment.
5. Welding, cutting or blazing equipment without special permission from the TCC.

6. Painting with flammable or volatile paints and finishes.
7. Smoking in all posted "No Smoking" areas and where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

#### Ceiling Suspended Items

1. All items to be suspended from ceiling including signs, displays, light and sound equipment, etc., must be approved in advance
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited
3. All ceiling equipment material and rigging must be removed immediately upon close of show.

All involved parties with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes.

### **EMERGENCY PROCEDURES**

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The Toronto Congress Centre is equipped with sophisticated fire protection equipment including: automatic sprinkler, smoke and heat detection, fire alarm and public address system. Upon arrival, you should familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher.

If you see fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.