



City of Anaheim
Fire Department
Fire Prevention Bureau

Specifications and Requirements

Subject: TRADE SHOW DECORATOR GUIDELINES

References: California Fire Code, 2007 Edition, Sections 1014.4, 1025.10, 408.2.1, 1004.1; Resolution 2008-109, Anaheim Municipal Code, Section 16.08.060

Permit

A permit is required to conduct a trade show and will not be issued until plans are approved. Failure to obtain a permit is a violation of the Anaheim Municipal Code. A “trade show” is defined as any show, display or exhibition containing more than 10 (ten) tables or booths for the display or sale of goods and services. Standard set-ups meeting fire code requirements for banquet, theatre and classroom seating does not require a permit unless the following conditions also apply:

- Indoor pyrotechnics are being used
- Exits or aisles are obstructed
- Drapes higher than 8 feet is being used.

Floor Plans

Plans shall be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drapes, banquet set-ups and registration areas. All fire equipment, including fire extinguishers, fire hoses, fire department connections, fire strobes and speakers must also be shown on the plans and shall not be concealed or obstructed. Floor plans must be submitted for review **THIRTY (30) DAYS** prior to the event. Submit six (6) sets of plans along with a self addressed, stamped envelope for their return. Submit (8) sets of plans for the Anaheim Convention Center. Plans are to be mailed or delivered to:

ANAHEIM FIRE DEPARTMENT
201 S. Anaheim Blvd., Suite 300
Anaheim, CA 92805

Floor plans submitted **less than fourteen (10) days prior to show opening are subject to fees being doubled, to ensure that a permit will be issued prior to show opening.**

All exhibit areas over 30,000 square feet shall have a minimum aisle width of 10 feet and shall have a minimum of 4 vertical and 4 horizontal through aisles unless otherwise approved by the Anaheim Fire Department. Shows less than 30,000 square feet and closed to the public must have a minimum aisle of eight feet in width. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

Trade Show Fees

The fees for a trade show must be paid at the time the plans are submitted for review. Trade show fees are based on the total square footage of the show. Total trade show footage includes all tabletops, schoolroom seating, theater seating and exhibit space. The fee is applicable for EACH facility used. Tradeshow fees include plan review and inspection time.

Approved Plans

Inspection Fees for Trade Shows

Inspection fees are doubled if plans are submitted less than 14 days prior to the event. Inspection fees are based on a base rate and average time indicated below. Inspections that exceed the times shown below will be invoiced at an additional fee of \$15 for each ¼ of an hour thereafter.

Less than 30,000 sq. ft.	\$240-4 hours
30,001 to 150,000 sq. ft.	\$300-5 hours
150,001 to 300,000 sq. ft.	\$480-1.8 hours
300,001 to 450,000 sq. ft.	\$428-2 hours
450,001 to 600,000 sq. ft.	\$840-14 hours
600,001 to 820,000 sq. ft.	\$960-16 hours
820,001 to 850,999 sq. ft.	\$1,080-18 hours
Over 851,000 sq. ft.	\$1,440-24 hours

Plan Check Fees for Trade Shows

Plan Check fees are doubled if plans are submitted less than 14 days prior to the event. Plan Check fees are based on a base rate and average time indicated below. Plan checks that exceed the times shown below, will be invoiced at an additional \$17 per ¼ hour thereafter.

1-150,000-sq. ft.	\$34-½ hour
150,001 to 300,000 sq. ft.	\$68-1 hour
300,001 to 450,000 sq. ft.	\$136-2 hours
	\$170-2.5 hours
	\$272-4 hours
	\$306-4.5 hours
Over 850,000 sq. ft.	\$544-8 hours
Trade Show Expedite Fee	Double the Plan Check Fee

ALL FLOOR PLANS SHALL BE APPROVED BY THE FIRE

DEPARTMENT BEFORE BOOTH SPACE IS SOLD. AN APPROVED SET OF PLANS SHALL BE AVAILABLE ON SITE IN THE DECORATOR'S BOOTH.

For further information regarding these requirements contact: Fire Prevention Bureau at (714) 765-4040 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.