



**ANAHEIM FIRE & RESCUE**  
**Community Risk Reduction Division**  
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**ANAHEIM CONVENTION CENTER EVENTS**  
**SPECIFICATIONS & REQUIREMENTS**

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**I. First Floor**

The “high ceiling” area of the lobby is limited to flame retardant materials only. Furniture with foam padding in the high ceiling area shall meet TB 133 flame retardant requirements. Furniture with foam padding in the low ceiling areas and in Halls A, B, C, & D shall meet TB 117 flame retardant requirements.

**II. Second & Third Floor Terraces**

1. The “Pacific Terrace” usable square footage is 2,926 along the railing on the east end. Maximum occupant load is 195 people. This space can only be used when the second and third floor meeting rooms are not in use.
2. The “North Terrace” is standing room only. No items shall be placed in this area.
3. The “California Terrace” event space maximum occupant load is 350 people. A 24 foot clear path shall be maintained along the railing. No items shall be placed outside the rear corridor north exit doors/exit path next to the rock roof.

**III. Second & Third Floors**

1. Maintain a 20 foot clear path throughout the lobby on the second and third floors from the glass railing. No items shall be placed against the railing.
2. Items may be placed in the “finger lobbies” however a 13 foot clearance on each side shall be maintained from side-wall to center of the floor. If items are placed on each side of the walls, then a 26 foot clearance shall be maintained in the center of the finger lobby.
3. Meeting rooms that have 50 or more people shall have a minimum of 2 exits. One located at the front and rear of the room. Exits, aisles and pathways shall be unobstructed. When a screen or stage is necessary in a small meeting room, a 3 foot clear path is required to the exit door and an illuminated or self illuminating exit sign is required when the existing exit sign is not visible.
4. Furniture with foam padding shall meet TB 117 flame retardant requirements.
5. Standard set-ups meeting fire code requirements for banquet, theatre and classroom seating does not require a submittal unless exits or aisles are obstructed and drape higher than 8 feet is being used.

**IV. Arena & Arena Lobby**

1. Events that have displays in the arena lobby shall be placed against the west and east walls no more than 15 feet in depth. An alternative set-up than the one listed, will require a fee based plan-check submittal to Anaheim Fire & Rescue.
2. Placement of tables or equipment shall be placed a minimum of 25 feet away from the east glass doors in the arena lobby. The west arena lobby hallway shall be kept clear and unobstructed. Exception: Tables for handouts placed against the AR1 wall is acceptable.
3. Drapes shall not obstruct exit signs in Arena bowl vomitories. Exception: Seats in that section are closed and not occupied.
4. Arena concourse shall remain free of tables, displays or vendor sales unless they are located in the cut-out areas.
5. When the backstage concourse area is being used for event storage due to west or north stage placement in the Arena, seating in those sections shall not be occupied. All exits shall remain unobstructed and a 6 foot egress path shall be maintained.
6. Sound mixing stations placed inside the Arena entrance/exit doors shall maintain a clear aisle width of 10 feet on each side and a minimum of 12 feet from the exit doors and shall not obstruct exit sign above exit doors.
7. A fee based plan submittal is required when pyrotechnics are used in the Arena.
8. A floor plan is required to be submitted to Anaheim Fire & Rescue when the layout is outside the standard scope of banquet, theatre or classroom setup.
9. Furniture with foam padding, including chairs, couches & chair covers shall meet TB 133 flame retardant requirements.
10. Booths and general items shall be placed a minimum of 2 feet below the ceiling in unsprinklered areas.
11. No items shall be placed under staircases.

**V. Palm Court and Arena Plaza**

1. A 20 foot wide clearance shall be maintained at all times in the striped/grid area on the Palm Court that extends from the Transit Plaza Circle to Katella. Events using this area for display purposes shall submit plans to Anaheim Fire & Rescue.
2. Fire hydrants shall not be obstructed and shall have a 10 foot clearance on each side for access.
3. No items shall be placed in Transit Plaza Circle.

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## **VI. ACC North – Plaza Level**

1. Setups approved under both escalators shall not exceed past outer edge of escalators (approximately 10 feet in depth) or extend past edge of wall (length-wise) on north and south side.
2. Table setup approved for security purposes next to north exit doors in northwest corner 5 feet in depth by 15 feet in length and next to south exit doors in southeast corner 5 feet in depth by 10 feet in length.
3. Setup approved down the middle of the terrazzo that leads to the edge of the carpet with 20 feet of clearance required on each side of the staircases and escalators.
4. Lobby setups outside numbers 1 through 3, require plan submittal to Anaheim Fire & Rescue and approval by Anaheim Convention Center.
5. North and south exterior exit doors can be propped open when approved by Anaheim Convention Center.

## **VII. ACC North – 200 Level**

1. Setups approved adjacent to escalators in cut-outs shall be 5 feet from glass railing and can extend to edge of wall on the south and north sides and no further than edge of glass railing on the west side of escalators.
2. Displays approved in front of 3 west balconies (north of main staircase) not to protrude further than the glass railing on each side.
3. Setup for table displays in between 2<sup>nd</sup> & 3<sup>rd</sup> column just south of the main staircase against glass window.
4. Usable space located adjacent to south passenger elevator, on east wall in lobby. Placement against wall 10 feet in depth by 25 feet in length. Must be 5 feet from exit door and end at the edge of the north side of the wall
5. Usable space north of First Aid Room/Fire Extinguisher Cabinet leading toward bridge measures 10 feet in depth by 75 feet in length. A 10 foot clearance shall be provided at the north end of the wall.
6. Katella Terrace exit path between columns and railing shall be kept clear and unobstructed. Exit doors and pathway from meeting space shall be kept clear and unobstructed

## **VIII. 100 & 200 Level Meeting Space**

1. No setups allowed in blue vestibule spaces.
2. When air walls are used for meeting spaces the following requirements apply to the main exit aisles outside the meeting rooms: 20 feet clearance required down the middle of all aisles; no setups within 10 feet of blue exit vestibules; 15 feet clearance from roll up doors and service doors that are at the end of aisles. Anything outside of this scope requires plan submittal to Anaheim Fire & Rescue and approval from Anaheim Convention Center.

## **IX. Bridge – ACC South**

1. No items shall be placed on east wall (no exceptions).
2. Placement against west wall is a maximum of 8 feet in depth by 35 feet in length. Setup starts approximately 12 feet north of first column past south Java Coffee Bar and ends 15 feet north of second column.

# ANAHEIM CONVENTION CENTER EVENTS

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### VII. General Information

1. All strobes, speakers, fire extinguishers, smoke detectors, fire signage and fire department equipment or connections shall not be concealed or obstructed by drape, hard-walls, booths, column wraps or by any other manner.
2. No signage or entrance units shall be placed over the escalators.
3. No storage allowed in the second and third floor rear corridor passageways unless it is placed in the designated red striped storage areas and the items are non-combustible.
4. No items shall be placed under the staircase located on the terrazzo floor and Hall A lobby.
5. No storage of any kind allowed in the Hall E north freight corridor.
6. Drape lines higher than 8 feet that lead to exits shall require self-illuminating or illuminated exit signs that are tied into emergency power or have battery backup.
7. The use of candles and open flame devices requires an Event Permit from Anaheim Fire & Rescue and is fee based. Pyrotechnics and Sparkular effects is regulated by the California State Fire Marshal's Office and requires a Pyrotechnic License from the State and a Fireworks Permit from Anaheim Fire & Rescue and is fee based.
8. Banquet tables shall be divided from the tradeshow area by a 10 foot aisle. Exception: banquet tables placed within the tradeshow shall be curtained off by a 3 foot high drape and provided with 3 foot exit openings. Banquet and conference tables shall be placed 54 inches apart and not less than 36 inches from wall. Travel distance to an exit aisle from a seated position shall not be more than 30 feet. Vertical and horizontal aisles may be required based on the number of tables. Tables shall not be placed in front of exit doors.
9. Fire rated doors shall not be propped open.
10. Commercial filming requires a Filming Permit from the City of Anaheim Public Works Department (714) 765-5183 and notification to Anaheim Fire & Rescue. Stand-by will be determined on a case by case basis.
11. California structural engineered stamped plans shall be submitted to City of Anaheim Building Department for custom built bleacher stands 30 days in advance of the show date. Portable bleacher plans showing aisle and seating widths shall be provided to Anaheim Fire & Rescue 30 days in advance of the show date.
12. A fee based plan submittal is required when exits, exit signs or portions of a hall are obstructed with drape higher than 8 feet for theatre or classroom style seating and/or do not meet the standard set-up criteria of the Convention Center.
13. No storage of any kind allowed on the east side of Car park 6 between the marked fire lane and railing. This includes electric cart charging.
14. No storage allowed on the fire lane adjacent to the hotel unless all other storage areas on the dock are full. The east vehicle lane shall be kept clear and unobstructed.
15. Drapes, curtains, banners, decorative material, registration counters, booths, tents or canopies, and hard-walls, etc., shall be flame retardant. Furniture with foam padding placed inside meeting rooms or Halls shall meet TB 117 flame retardant requirements. Proof shall be submitted to Anaheim Fire & Rescue.
16. Items placed in the lobbies, including entrance units, shall be indicated on floor plans and approved by Anaheim Fire & Rescue.
17. Displays shall be 18 inches below sprinkler heads and 2 feet below ceiling in non-sprinklered areas.
18. Breakaway stanchion may be used at show opening to facilitate mass ingress. Stanchions shall be placed a minimum of 15 feet away from exit doors. Stanchions shall be removed after mass ingress is complete, unless approved by Anaheim Fire & Rescue.
19. Freight aisles shall be visibly marked down the designated freight aisle. All freight aisles shall be kept clear and unobstructed during move-in and move-out.
20. Assembly events taking place on multi-story parking structures (such as tents or tradeshow) requires approval from City of Anaheim, Anaheim Fire & Rescue and Anaheim Convention Center before space is contracted.
21. All exit doors shall be unlocked and exit sign covers removed in Halls A – E the morning of show opening.

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