



ANAHEIM FIRE & RESCUE
Community Risk Reduction Division
 201 S. Anaheim Blvd., #300
 Anaheim, CA 92805
 (714) 765-4040
 tradeshowinspector@anaheim.net



TRADE SHOW DECORATOR
SPECIFICATIONS & REQUIREMENTS

References: California Fire Code; Anaheim Municipal Code

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 apply:

- Indoor pyrotechnics are being used
- Exits or aisles are obstructed or covered
- Drape higher than 8 feet is being used

Floor Plans

All exhibit areas over 30,000 square feet shall have 10 foot minimum aisles and shall have a minimum of 4 vertical and 4 horizontal through aisles unless otherwise approved by Anaheim Fire & Rescue. Shows less than 30,000 square feet and closed to the public shall have 8 foot minimum aisles. If columns are included in the aisles, the aisle must be the required width plus the width of the columns.

Plans shall be submitted for review **BEFORE BOOTH SPACE IS SOLD** and a minimum of **THIRTY (30) DAYS** prior to the event and shall be accurately scaled, showing size and location of all aisles, exits, exhibits, hard-walls, curtains or drape, 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.

Submit 8 sets of plans if your event is at the Anaheim Convention Center and 4 sets for all other venues. Email submission are permitted for most facilities, except the Anaheim Convention Center. Plans may be emailed to tradeshowinspector@anaheim.net. Hard copy plans shall be submitted with a self-addressed stamped envelope for their return and include the trade show application and check made payable to the City of Anaheim. Submit plans to Anaheim Fire & Rescue, Attention: Tradeshow Inspector, 201 S. Anaheim Blvd., Suite 300, Anaheim, CA 92805.

Trade Show Fees

Trade show fees are due upon submittal of plans. Trade show fees are based on the total square footage of the room(s), hall(s) or ballroom(s) being used. Total trade show and event footage includes all tabletops, schoolroom seating, exhibit space, theater and banquet seating. A separate trade show application and fee is required for each hotel, facility or venue.

Trade show fees include plan review and inspection times as listed below. **Floor plans submitted less than fourteen (14) days prior to show opening are subject to plan check fees being doubled and floorplans submitted 72 hours or less are subject to the after-hours/weekend rate.** Inspection and plan check fees that exceed the times shown below will be invoiced at an additional fee of \$18 for each ¼ of an hour thereafter.

Inspection Fees for Trade Shows		Plan Check Fees for Trade Shows	
Less than 30,000 sq. ft.	\$294-4 hours	Less than 30,000 sq. ft.	\$37-.50 hour
30,001 to 150,000 sq. ft.	\$368-5 hours	30,001 to 150,000 sq. ft.	\$37-.50 hour
150,0001 to 300,000 sq. ft.	\$589-8 hours	150,0001 to 300,000 sq. ft.	\$74-1 hour
300,001 to 450,000 sq. ft.	\$810-11 hours	300,001 to 450,000 sq. ft.	\$147-2 hours
450,001 to 600,000 sq. ft.	\$1,030-14 hours	450,001 to 600,000 sq. ft.	\$184-2.5 hours
600,001 to 820,000 sq. ft.	\$1,178-16 hours	600,001 to 820,000 sq. ft.	\$294-4 hours
820,001 to 850,000 sq. ft.	\$1,325-18 hours	820,001 to 850,000 sq. ft.	\$331-4.5 hours
Over 850,000 sq. ft.	\$1,766-24 hours	Over 850,000 sq. ft.	\$589-8 hours

AN APPROVED SET OF PLANS SHALL BE AVAILABLE ON SHOW SITE.

To Request this brochure in an alternative format, please call (714) 765-4040 or TTY (714) 765-5125. The City prohibits discrimination on the basis of race, color or national origin in programs, services and activities.



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FTS# _____

OFFICE USE ONLY

APPLICATION FOR TRADE SHOW

Applicant Information

Show Name _____
 Location of Show _____
 Show Dates _____
 Decorator Name _____
 Decorator Address _____
 Decorator Contact Name/Phone _____
 Decorator Email Address _____
 Billing Party _____
 (If other than Decorator)
 Billing Address _____
 (If other than Decorator)
 Contact Name/Phone _____
 (If other than Decorator)

TRADESHOW FEES DUE UPON SUBMITTAL OF PLANS: Fees Effective October 1, 2018.
Expedite fees apply to plans submitted less than 14 days from the date of the show and 72 hours or less from the date of the show:

	<u>SIZE OF SHOW</u>	<u>FEE</u>	<u>Less than 14 days</u>	<u>72 hours or Less</u>
<input type="checkbox"/>	Less than 30,000 sq. ft.	\$331	\$368	\$516
<input type="checkbox"/>	30,001 to 150,000 sq. ft.	\$405	\$442	\$590
<input type="checkbox"/>	150,001 to 300,000 sq. ft.	\$663	\$737	\$885
<input type="checkbox"/>	300,001 to 450,000 sq. ft.	\$957	\$1104	\$1252
<input type="checkbox"/>	450,001 to 600,000 sq. ft.	\$1214	\$1398	\$1546
<input type="checkbox"/>	600,001 to 820,000 sq. ft.	\$1472	\$1766	\$1914
<input type="checkbox"/>	820,001 to 850,999 sq. ft.	\$1656	\$1987	\$2135
<input type="checkbox"/>	Over 851,000 sq. ft.	\$2355	\$2944	\$3092

The above fees are based on an estimated plan check and inspection time. If the plan check or inspection time exceeds the base rate, additional fees will be invoiced to you at the following rates:

Plan Check & Inspection Fees: \$18 per ¼ hour
After Hours/Weekends: \$74 per hour: (2 hour minimum)

Applicant's Signature _____ Date: _____

Make checks payable to: CITY OF ANAHEIM
 Credit Card Payment is accepted via Visa, MasterCard or Discover Card
 For applicable plan check and permit fees refer to Resolution 2018-077

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Amount Received _____ Date _____ Check No. _____ Credit Card _____
 Approved By _____ Approval Date _____

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