



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



HILTON HOTEL EVENT
SPECIFICATIONS & REQUIREMENTS

I. Second Floor Foyer

1. Events that have displays in the foyer may be placed against the glass railing **or** walls of Pacific or California Ballrooms not to exceed 6 feet in depth. No displays shall be placed across from each other. No displays are allowed against the south walls (west and east of the registration desk) that lead into the Pacific or California Ballroom Promenade.
2. Entrance units shall be noted on the floorplan, must clear the width of the exit doors and be a minimum of 18 inches below the entire ceiling and under-hangs.

II. Promenade (Pacific & California Ballrooms)

1. Setups in the Promenade are approved up against the south wall (windows) 8 feet in depth maximum.
2. Pacific Ballroom: The starting point begins at the edge of the east Pacific Ballroom B wall and continues to the middle column on the east end by Pacific Ballroom D.
3. California Ballrooms: The starting point begins at the edge of west California Ballroom B and continues to the middle column on the east end by California Ballroom D.
4. Entrance units shall be noted on the floorplan, must clear the width of the exit doors and be a minimum of 18 inches below the sprinkler heads throughout the entire ceiling

III. General Information

1. All strobes, speakers, fire extinguishers, smoke alarms, 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. Floorplan submittal is required for theatre and general session events when exit doors and exit signs are obstructed with drape that is higher than 8 feet, unless otherwise approved by Anaheim Fire & Rescue.
3. 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.
4. Candles for banquets and open flame devices including fire performers require a permit from Anaheim Fire & Rescue and are fee based. Pyrotechnics, special effects including Sparkular require a License from the California State Fire Marshal's Office and a Fireworks Permit from Anaheim Fire & Rescue. Please contact tradeshowspector@anaheim.net for more information.
5. 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 3 foot high drape and provided with 3 foot exit openings unless otherwise approved by the fire department.*
6. Banquet tables shall be placed 54 inches apart. From where seated, travel distance to an aisle 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.
7. Fire rated doors shall not be propped open.
8. Items placed in the lobbies, including entrance units, shall be indicated on floor plans and approved by Anaheim Fire & Rescue.
9. All drapes, curtains, canopies, hay, straw, awnings, or decorative material shall be flame retardant. A copy of the California State Fire Marshal flame proof certificate shall be submitted to Anaheim Fire & Rescue.
10. Commercial filming requires a Filming Permit from the City of Anaheim Public Works Department and notification to the Anaheim Fire & Rescue. Stand-by will be determined on a case by case basis.
11. California structural engineered stamped plans shall be submitted to the Anaheim Building Department for custom bleacher stands.
12. All items shall be 18 inches below the entire ceiling.
13. Events are prohibited from being held in parking structures.
14. Furniture and chair covers shall meet fire rated TB (technical bulletin) 117.
15. Power Cables in aisles or exit paths shall be taped down or ramped to prevent trip hazards.

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