



## BFES

### Brandon Fire and Emergency Services Regulations

#### **Attention: Exhibitors:**

The following Fire Safety Regulations shall be observed by all exhibitors at the Keystone Centre Complex, Brandon.

#### **Floor Plans**

- A copy of the event floor plans shall be sent to the Keystone Centre Complex and the Brandon Fire and Emergency Services at least one (1) week prior to the event. Should you have any questions please contact the Fire Prevention Division @ 729-2409.

#### **Aisles**

- A minimum of **Ten (10) foot** pedestrian aisles shall be maintained at all times within all exhibit halls. ie. Manitoba Room, UCT Hall and Convention Room.
- When displaying trailers **Ten (10) foot** aisles shall be in place **after** slide out rooms and pull out steps on trailer have been extended.
- Aisles will be kept as clear and uncluttered as possible during set-up and dismantle hours.

#### **Booth/Display Location Requirements**

- Booths/Displays in the Blue Hallway, Main Street, Canada Room Hallway, and Keystone Arena Concourse corridors shall be no more than **Eight (8) feet** in depth.
- Booths/Displays in the Keystone Centre Arena Concourse are to be situated directly against the exterior wall. If necessary, Concession Canopies shall be removed or displays/booths placed below or to the side to allow this happen.
- Booths/Displays in the Keystone Centre Arena Concourse that back onto the arena seats are not allowed.
- Booths/Displays in the Keystone Centre Ticket Concourse Hallway shall only be allowed on the south side of this concourse.
- Booths/Displays in the Main Street Hallway shall only be allowed on the south side of this concourse.
- Booths/Displays in the Main Street Hallway shall begin no closer than **Eight (8) feet** from the intersection of the Blue Hallway.
- Booths/Displays in the Blue Hallway (north and south from Main Street) shall only be allowed on the east wall.
- Booths/Displays in the Centre of Excellence Hallway (west wall) shall be no more than **Ten (10) feet** in depth.
- Booths/Displays in the Centre of Excellence Hallway (east wall) shall only be allowed south of intersection and shall be no more than **Eight (8) feet** in depth.
- Booths/Displays in the Centre of Excellence West Entrance Hallway shall be one of the following – **Ten (10) feet** in depth on the south wall and **Ten (10) feet** in depth on the north wall OR **Twenty (20) feet** in depth on the south wall ONLY, OR **Ten (10) feet** in depth on the south wall and back to back **Eight (8) foot** booths in the middle with NO booths on the north wall.

- Booths/Displays in the Centre of Excellence East Entrance Hallway shall be no more than **Eight (8) feet** in depth.
- Booths/Displays in all corridors shall be no closer than **Thirty (30) feet** from exit doors.
- Booths/Displays in corridors shall be placed continuously on one side only.
- Vertical panels at the back of the booth shall not exceed **Eight (8) feet** in height. (exceptions to the eight (8) foot regulation may be allowed by the Keystone Centre Complex and the Brandon Fire and Emergency Services although pre-approval is required.
- All booths shall be constructed with non-combustible or limited – combustible materials.
- Accumulation of combustible materials within a booth is prohibited.
- **Exhibitors are responsible for maintaining their display within the space assigned.**

### **Use of Propane**

- **One (1), 5 lb.** propane cylinder will be permitted per booth.
- A maximum of **Three (3), 5 lb.** propane cylinders will be permitted per booth that is **Twenty (20) feet** or larger. The propane shall be positioned in the booth so that there is a minimum of **Five (5) feet** space between each propane cylinder.
- Propane shall be used for demonstration purposes only.
- Used propane tanks/cylinders over (5) lbs. shall not be permitted.
- New/never filled propane tanks/cylinders are allowed to be on displays.
- A minimum 5 lbs. ABC dry chemical fire extinguisher, with a current inspection tag, shall be provided for each booth containing heat producing appliances.

### **Cooking**

- Cooking processes that produce Grease – Laden Vapors are not allowed without exhaust and fire suppression systems that conform to the Manitoba Building Code.
- Re-warming of pre-cooked food is allowed.
- Re-warming devices shall not exceed 288 sq. inches (17” x 17” approx.) of surface area.
- A maximum of (2) cooking and/or warming devices shall be permitted per booth. At least 2 feet of distance shall be maintained between cooking devices at all times.
- Re-warming devices shall be placed on a non-combustible surface.
- Re-warming devices shall be kept a minimum of 2 feet from combustible materials.
- Re-warming devices and heated products must be isolated away from the public or be protected with a clear plastic shield.
- A minimum 5 lbs. ABC dry chemical fire extinguisher, with a current inspection tag, shall be provided for each booth containing heat producing appliances.

### **Heat Producing Appliances**

- All appliances shall be U.L.C. approved.
- All natural gas/propane connections shall be conducted, under permit, by a licensed contractor.
- Appliances that are heat producing shall be provided with an adequate barrier to protect the public from burn injuries.
- When these appliances are operational they shall not be left unattended.

### **Electrical Equipment**

- All electrical equipment (portable panels etc.) shall be tied directly into the electrical panels. This shall be done by a qualified electrician.
- Extension cords shall be for temporary use and in good repair.
- All appliances shall comply with Manitoba Electrical Code or C.S.A.
- Ceiling tiles shall not be lifted to accommodate electrical drop cords.

### **Vehicles and other combustion engines**

- Gas caps for vehicles and other combustion engines that are displayed in an unmanned booth must be locked or sealed with adhesive tape. (with the exception of tanks that have never contained fuel ).

### **Fire Exits**

- Exit doors shall be kept free of obstructions at all times. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairwells and other exit areas.
- The entire width of the exit door/s shall be maintained free of obstructions.

### **Exit Signs**

- Exit signs must be visible from any location in a room.
- Temporary exit signs may be required, to identify exit travel or exit door locations, if a display obstructs the existing exit signs.

### **Fire Hose Cabinets, Fire Alarm Pull Stations, Portable Fire Extinguishers**

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.

### **Decorative Material**

- All materials used for draping, decorations or dust covers must be fire resistant or treated with a flame retardant solution to meet with a flame test as per the Manitoba Fire Code.

### **Hazardous Displays**

- Hazardous displays of any nature shall not be permitted in any exhibition area. This includes but is not limited to hot flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, toxic liquids or gases, hazardous chemicals, or any hazardous liquids, solids or gases of a similar nature.

### **Miscellaneous Requirements**

- Fire sprinkler head restriction shall not be allowed. A minimum of **Two (2) feet** clearance is required beneath the sprinkler heads.
- Displays or use of hay, straw is permissible only if treated with a fire retardant material and pre-approved by the Brandon Fire and Emergency Services.
- Tents, that allow access to the public, must be fire resistant or treated with a flame retardant solution to meet with a flame test as per the Manitoba Fire Code.
- When fuel burning appliances are operating, Carbon Dioxide monitoring is required.

**Fire Lanes**

- Fire lanes must be kept clear and accessible at all times to provide access for fire fighting apparatus. **Thirty (30) feet** is the required width
- No parking is allowed in fire lanes, in front of fire hydrants and exit doors.

**Non-Compliance Tickets**

- Failure to comply with the above regulations may result in the issuing of a Non-Compliance Ticket with fines subject to the fee schedule as per Fire Prevention By-Law No. 6063/12/93.