

FIRE SAFETY POLICIES

FIRE SAFETY AT THE GREATER RICHMOND CONVENTION CENTER

OPEN FLAME DEVICES ARE PROHIBITED, with a few exceptions:

1. **COOKING & WARMING DEVICES***

Cooking is prohibited within the facility, without the **prior written approval of the General Manager or designee**. If approved, food-warming devices in exhibit booths must comply with the following:

- a. Appliances must be listed by a nationally recognized testing laboratory (U.L., F.M.) for their intended use.
 - b. Devices shall be isolated from the public by at least four (4) feet or by a barrier between the device and the public.
 - c. Devices shall be limited to 288 square inches of cooking surface area.
 - d. Devices shall be placed on non-combustible surface materials.
 - e. Devices shall be kept to a minimum of two (2) feet from any combustible material(s).
 - f. Devices used for cooking shall be separate from each other by a minimum distance of two (2) feet.
 - g. **A 20 lb. K-Class fire extinguisher** and lid for each device or an approved automatic extinguishing system **must be provided by the Exhibitor and must be located at the Exhibitor's booth**.
 - h. Appliances must have an automatic shut-off feature to prevent overheating.
 - i. Small cans of Sterno may be used for food warming purposes when proper precautions are taken to prevent ignition of combustible materials.
 - j. **The Fire Marshal's Office requires a permit for cooking of any kind.** Ask Event Manager for details.
2. A small number of candles may be used when approved by the Operator. Candles must be securely supported on non-combustible bases and located as to avoid danger of ignition to combustible materials. The candle flame shall be protected via the use of hurricane lamps, glass globes, or similar type devices.
3. **All open flame devices and candles require a permit** from the Fire Marshal's office. Those requesting use of open flame devices and candles shall provide sample/picture for approval at least ten (10) days prior to the event to the Fire Marshal or his/her designee. This will insure time to make changes if devices do not meet approval.

DECORATION RESTRICTIONS

1. Decorations may not be taped, nailed, tacked or otherwise attached to Facility services or fixtures (i.e. ceilings, glass, doors, columns, walls, etc...). Items such as glitter, confetti, rice, birdseed, sand, dirt, moss and mulch are not permitted on any carpeted areas.
2. All decorations, including but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, **hay, straw**, moss, bamboo, plastic cloth fabric, linen and similar decorative materials **must be rendered flame retardant**. Proof of satisfactory flame retardant treatment (certificate) is required, and must be maintained within the specific exhibit area for inspection. If proof of satisfactory flame retardant treatment is not present, a sample of the decorative material must be made available for flame testing by the Fire Marshal.
3. Items that cannot be treated to meet requirements, such as, but not limited to, oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials, are prohibited.

*For more information on **GRCC Fire Code Rules and Regulations** at the Greater Richmond Convention Center, please go online to the GRCC Event Handbook to review the entire set of regulations. Fire regulations start on page 42, and contact information and costs for various permits start on the bottom of page 47.

For complete information, please read the GRCC's **Event Handbook**, which is located online at www.richmondcenter.com/event-handbook.