



Franklin Township Fire Prevention Department Convention, Exposition, and Special Events Regulations

Dear Show Exhibitors and Managers:

We would like to welcome you to Franklin Township and we hope that you have a safe and successful event. The following regulations and guidelines were created to help you in the planning, set-up and operation of your event. Your safety and the safety of other guests and exhibitors is our first priority. If you have any further questions about anything not covered in these regulations please contact the facility staff at your venue or the Franklin Township Fire Prevention Department at 732-873-2500 ext 6303.

General Regulations and Guidelines

- The Fire Prevention Department **SHALL** cause a performance, presentation, entertainment, or show to be stopped until such condition or obstruction is corrected upon finding any of the following:
 - Overcrowded condition
 - Obstructions in aisles, passageways, or other means of egress
 - Any condition which constitutes a serious threat to life safety
- Detailed floor plans of the event must be submitted to Fire Prevention for approval
 - The Fire Prevention Department may stop an event from starting if the floor plans are not followed as approved
- Parking in fire lanes is strictly prohibited and may result in the ticketing and possible removal of the vehicle at the owners expense
- Exit signage, portable fire extinguishers, fire alarms, and other related fire fighting equipment may not be hidden, obstructed or blocked
- Artificial lighting such as candles, lanterns, or tea lights are strictly prohibited
- Smoking is strictly prohibited inside any public building
- All required exit signs shall be visible at all times from any location in the room
- The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits for the event venue and as approved on the submitted plans
- In the Garden State Convention Center, any event with an anticipated occupancy of over 3,000 people requires approval from the Franklin Township Planning Board
- All emergency exits, hallways, and aisles leading away from the building are to be kept clear and unobstructed at all times
- Turnstiles are prohibited unless approved by the Fire Prevention Department



Floor Plans

- Detailed floor plans are required for exhibit and registration areas, and any other special activities located in the exhibit hall, meeting rooms, ballrooms, or public areas.
- Three copies of the floor plans must be submitted 21 days in advance of the show
- Floor plans must include the following:
 - Layout of exhibitor booths for the entire show
 - Booth dimensions including height
 - Access to exits and exit locations
 - Locations and widths of all aisles
 - Layout of any pipes and drape, or walls(must include height)
 - Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - All fire safety devices including fire alarm pull stations and portable fire extinguishers
- A full description of the event must accompany the application
- Last minute changes to the floor plans **WILL NOT** be permitted
- No exposition or event shall occupy any building without having approved plans from the Fire Prevention Department
- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe and drape, exhibits, or other fixtures
- Any vendor wanting to prepare food in their booth must be noted on the plans
 - Food preparation may require an additional permit, please contact the Fire Prevention Department to find out if one is needed
- Motorized vehicles on display inside a building
- Inflatable rides must be shown with dimensions and clearance from other objects

Exhibit Booths and Structures

- Decorations, displays and exhibition booths shall not obstruct or interfere with any fire protection system components
- All decorative material such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, plastic cloth, canvas, and cardboard shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution
 - Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.
 - Single hay bales may be allowed if the entire bale is properly treated with fire retardant



Exhibit Booths and Structures 'cont

- Decorations must meet NFPA-701 large and small flame test standards
- All decorations must remain a minimum of 30" from all heating and electrical appliances/equipment
- If columns are covered with decorations then any electrical service equipment mounted to that column must be de-energized
- Storage is not permitted on electrical equipment
- Storage behind any booth is prohibited
- All electrical fixtures and appliances must be approved in accordance with the National Electric Code. Other stipulations can be found in the electric section of these regulations.
- Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval
- Displays are not permitted to be placed in any aisles and any display alongside an aisle must be secured to prevent the display from being knocked into the aisle
- If a curtain or drape blocks the view of any exit door then a temporary exit sign may be required to clearly indicate direction of egress and an opening may be created
- If a travel distance within an exhibit booth exceeds 50' then a second exit at the opposite end of the booth is required
- There shall be no more than a one day supply of combustibles in the booth
- The use of multi-level booths is allowed only with approval from the Fire Prevention Department
 - The exhibitor must submitted 2 accurately scaled floor plans and two lists of materials to be used in the construction (supplied by a licensed architect and/or structural engineer) to the Fire Prevention Department 30 days prior to the event.
 - The exhibitor shall comply in all respects with all applicable local fire and building codes and shall secure any and all licenses or other approvals
 - Booths with upper levels exceeding 300 square feet shall have not less than 2 remote means of egress
- Any exhibition booth with a ceiling exceeding 300 square feet and/or multi-level booths shall be protected throughout, including the upper most level, by an automatic extinguishing system in compliance with the Uniform Construction Code
- Temporary platforms used for entertainment, lecturers, worship, etc. may be permitted
 - The temporary platform must be constructed of material permitted by the Uniform Construction Code
 - Overhead curtains, drops, scenery or stage effects are not permitted
 - The space between the floor and the platform above shall only be used for plumbing and electrical wiring to platform equipment, all other storage is strictly prohibited



Event Seating

- Enclosed areas with an occupancy of 50 or more persons requires an additional exit. At an occupancy of 500 or more persons a minimum of 3 exits are required, but depending on the size of the exits and the travel distances to an exit more exits or larger exits may be required. This determination will be made by the Fire Prevention Department during the plan review process.
- Theater style seating:
 - Assembly occupancies having more than 200 seats shall be secured to the floor except when seats are fastened together in groups of 3 but no more than 7
 - Rows of chairs should not exceed 14 without reaching an aisle or 7 chairs from a wall or other obstruction
 - Spacing between chairs shall not be less than 12” from the back of one chair to the front of another chair
 - Aisles shall be a minimum of 44”
 - Aisles must be clear of obstruction including, but not limited to, displays, people, tripping hazards, barricades, production equipment, storage, vendors, and food serving equipment
- Banquet style seating
 - Aisles shall not be less than 36” and travel distance to an aisle shall not exceed 10’
 - Where loose seating occurs bordering an aisle, the minimum aisle width is required plus 19” for chairs on one side or 38” for chairs on both sides
 - Aisles with table-to-table, 36” must be provided, with table to chair 55”, and with chair to chair 74” must be provided
 - Long table set-up travel distance to an aisle shall not exceed 25’ with an aisle width being a minimum of 44”

Cooking/Warming and Heating

- All cooking / warming or heating of food must be approved by Fire Prevention and may require a permit.
- Cooking and/or warming devices that produce grease laden vapors are strictly prohibited
- All devices used must be listed by a recognized testing laboratory such as UL or FM and be approved for “commercial use” and “indoor use”
- Tanks of propane (LPG) or liquid natural gas (LNG) and/or the first stage regulator are prohibited inside a structure.
- The use of any cooking oils must be approved prior to the start of an event
- If food preparation is approved, the following shall be strictly adhered to:
 - Cooking/warming devices shall be isolated from the public by placing the devices a minimum of 48” from public accessible areas
 - The device shall not exceed 288 square inches of cooking surface
 - The table surface holding the device shall be of non-combustible material



- **Cooking/Warming and Heating** 'cont
 - A minimum of 2' shall be maintained between devices
 - Combustible material, such as booth drapes, shall be no closer than 2' from any device
 - A minimum 2A-10BC rated fire extinguisher must be present in the area at all times
- The use of sternos to warm food is permitted, but must be supervised at all times

Display of Motorized Vehicles

- Any motorized vehicle to be displayed inside any building must be shown on submitted floor plans
- At **NO TIME** is a vehicle on display to be moved or started during show or event hours
- Fuel in the fuel tank shall not exceed $\frac{1}{4}$ of the tank capacity or 5 gallons, whichever is less
- Fuel tank openings shall be locked or sealed in an approved manor to prevent escape of vapors or to prevent any tampering
- Adding or removing fuel on venue property is prohibited
- Both the negative and positive cables must be disconnected from the battery and the ends taped
- A vehicle key for each motor vehicle must be kept on premise with venue staff or security
- LPG/CNG tanks are strictly prohibited inside any building

Electrical Considerations

- Non-grounded 2 wire 110v extension cords are not permitted
- Extension cords shall not be run under carpet or rugs unless designed to do so and approved
- There shall be a 2' clearance between halogen or other high intensity lights and combustibles or per manufacturer's instructions
- Halogen and other high intensity lighting shall have the guards in place over the lens/glass
- All electrical cords, devices, and equipment shall be free from defects and operated per manufacturer's instructions
- Any electrical cord in the path of travel shall be taped down to prevent tripping and shall be protected from physical damage
- All electrical devices shall be listed by a nationally recognized laboratory such as UL or FM

Pyrotechnics and Special Effects

- The use of pyrotechnics or special effects requires approval and a permit from Fire Prevention.
- The use of fog and smoke machines must be approved by the Fire Prevention Department



Tents and Canopies

- Tents and canopies are defined as follows:
 - Tent – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner, except air or the contents it protects
 - Canopy – A structure, enclosure, or shelter constructed of fabric or pliable materials supported by any manner, except air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter
- Tents and canopies, regardless of size and construction, are **NOT** permitted to be used inside any building
- The use of any tent or canopy outside of a building must be approved by the Fire Prevention Department and permits may be required
- New Jersey State Type 1 permits are required if the following exist:
 - Size of the tent/canopy is greater than 900 square feet and more than 30' in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140' in any dimension
 - Tent/canopy is erected and used between April 1 and November 30
 - Contains platforms or bleachers 11' or less in height
- A permit is required from Franklin Township Construction Department as per the Uniform Construction Code if the following exist:
 - Size of the tent/canopy is greater than 16,800 square feet in area or 140' in any dimension
 - Tent/canopy has a permanent anchoring system or foundation
 - Tent/canopy, regardless of size, is erected and used between December 1 and March 31
 - Contains bleachers greater than 11' in height
- All tent and canopy material must meet or exceed NFPA 701 flame spread requirements
- If there is not a minimum distance of 5' between adjoining tents/canopies then the structures shall be considered as one tent/canopy
- Cooking, if approved, is permitted under canopies but the following must be adhered to:
 - Public access to a canopy used for cooking is strictly prohibited
 - No walls are permitted to be used
 - A minimum 2A-10BC fire extinguisher must be present at all times
 - LP-Gas containers need to be located at the outer edge of the canopy, a minimum of 5' from the heat producing device and have to be protected to prevent tampering or damage by vehicles or other hazards
 - All cooking appliances must be listed for commercial use
- A diagram must be submitted of the tent/canopy including the floor plan and location of tables, chairs, cooking appliances, cooking fuels, etc.



Inflatable Amusement Rides

- The use of inflatable rides must be shown on a floor plan and approved by the Fire Prevention Department
- Inflatable rides where individuals enter inside the ride require the following:
 - Rides must be inspected by the New Jersey Department of Community Affairs
 - A current inspection certificate from the NJ DCA must be affixed to the ride

Compressed Gas Cylinders & Hazardous Materials

- Gasoline, kerosene, or other flammable, toxic liquid, solid, or gas is strictly prohibited inside a building
- Compressed gas or compressed liquid cylinders are not permitted to be stored inside a building during event hours
- Propane tanks used for forklifts and trucks must be removed from a building before the start of an event

Type 16 permits

- Type 16 permits: trade shows, craft shows, exhibits, expositions, auctions, art sales, oriental rug sales, concerts, wrestling matches, festivals, dinners, dances, balls and similar events in exhibit centers, convention centers, cultural centers, hotels and similar facilities, and including similar non-school-type uses in school buildings.
 - [1] Exceptions:
 - [a] Dinners, dances, balls and similar uses preapproved for hotel and restaurant assembly rooms.
 - [b] Seminars, meetings and similar uses preapproved for hotel and restaurant assembly areas.
 - [c] Meals, meetings, parties and similar uses preapproved for school buildings.