

KENTUCKY STATE FIRE MARSHAL REQUIREMENTS

SHOWS & EXHIBITS

The following are the State Fire Marshal's minimum fire safety requirements and shall be applied at all shows-trade, commercial or otherwise, and shall apply whether the exhibit space is open or closed to the public.

1. Accurate-to-scale floor plans for the entire show shall be submitted in triplicate to the State Fire Marshal's representative in care of the Kentucky Exposition Center not less than 15 days prior to move-in and set-up of the area being reviewed. Plans shall be dimensioned and show size and location of booths, exits and aisles. One additional reviewed plan will be returned to the Lessee, if requested, subject to an on-site inspection by a representative of the State Fire Marshal
2. The display and operation of any cooking or heat producing appliances, pyrotechnics, use of storage of flammable liquids, compressed gases or any other process deemed hazardous by the State Fire Marshal must have advance approval by the State Fire Marshal's representative before it is brought to Kentucky Exposition Center.
3. Any motor vehicles, gasoline powered equipment, tools, etc., on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full.
4. No parking of any vehicles, unless approved, is allowed in the building or loading docks. Cars and trucks shall be removed immediately after loading or unloading.
5. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment, fire extinguishers.)
6. During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.
7. Signs designating exits and the direction of travel to exits approved by the representative shall be provided by the Lessee and in place prior to the show's opening.
8. Additional fire extinguishers may be required at the discretion of the State Fire Marshal's representative.
9. All electrical devices and installations shall be in accordance with the applicable provisions of the National Electrical Code. All electrical devices must be listed by an approved listing agency, (Underwriters Laboratories, Factory Mutual or Underwriters Laboratories Canada). All electrical extension cords used shall be of the heavy-duty type (at least 14-gauge wire). Lightweight cords of the lamp cord variety are prohibited: any cords and or devices that present a hazard will be subject to confiscation.
10. All decorations shall be fire retardant. The decoration companies/exhibitors shall be prepared to provide certificates of flame spread on all decoration items. Items that are not properly fire retardant shall be removed.

11. All Lessees, exhibitors and show personnel shall adhere to all other fire safety laws, regulations and codes that have been duly adopted.
12. Lessee will be responsible for making key personnel, including security, aware of and familiar with the facility's emergency procedures, which would include but not be limited to fire, bomb threats, inclement weather, etc.
13. Kentucky Exposition Center shall require security where occupants are allowed to reside overnight inside of any state owned structure on the grounds. Security personnel shall be familiar with emergency response in the event of fire or other emergency, and perform regular surveillance of the areas where lodging occurs.
14. Exhibitors shall provide a list showing the number and location of persons boarding with or in the general vicinity of their exhibits.
15. It shall be the responsibility of the show manager to see that the above regulations are followed.

For any additional information, please contact the Kentucky Exposition Center's Director of Operations at 502-367-5000, or Senior Deputy State Fire Marshal, Robert Goodwin robbie.goodwin@ky.gov Contact number is (502) 376-7508

If Deputy Goodwin is unavailable you may contact either of the following:

Chief Deputy Mike Haney
Assistant Director Richard Peddicord
Kentucky State Fire Marshal's Office
(502) 573-0388
(502)573-0387
(502) 573-0382

APPROVED:

Revised 11/2/10