



Exhibit / Event Plan Submittal Information

This information does not by any means replace the ordinances and regulations contained in the Fire Prevention Code or Life Safety Code, but it is designed to address some frequently asked questions and to provide basic guidelines to assist in securing approval of exhibit / event plans and related activities.

Any activity conducted that has an Assembly Permit (issued by the Fire Prevention Division) is not required to submit an application or floor plan unless the proposed activity will require a deviation from the floor plans which were approved at the time the Assembly Permit was issued.

1. What information should be included on all exhibit plans?

1. Name of the event.
2. Event date and hours of operation.
3. Proposed or expected occupancy.
4. Seating, display, table / chair, and exhibit arrangement and dimensions.
5. **Location** and **dimensions** of means of egress components (aisles, access ways, exit access, doors, exits, etc.)
6. Indicate on plans which exhibit booths have **covered tops or multi-levels**.
(A copy of the minimum requirements for single level covered exhibits or multi-level exhibits is attached.)

2. When should Fire Prevention receive plans?

1. Plans should be submitted a **minimum of 10 working days** prior to event.
(Large exhibit shows / events should allow adequate time to modify plans to vendor commitments.)

3. How should Fire Prevention receive and return plans?

1. Plans should be delivered to 317 Decatur St., New Orleans, LA 70130, Attention: Tom St. Germain
2. Plans should be submitted with a self-addressed stamped return envelope or packaging.

4. How many plans should be submitted and what size sheets to use?

1. Fire Prevention only needs one (1) copy of each plan. Therefore, submit as many copies as you may need for your own use, plus one additional copy which will be kept by Fire Prevention.
(Note: One approved copy must be **on the site of every event and made available** to Fire Prevention Inspector upon request.)
2. Plans shall be **drawn to scale**. (1/32 or 1/16 scale)
3. Plans shall be clear, legible, with **proper dimensions** and notes.

5. When is a fire watch required?

1. Whenever vehicles, motorcycles, or internal combustion engines are **on display** inside a structure of mixed occupancy. Example: Hotels
2. Whenever vehicles, motorcycles, or internal combustion engines are operated inside an assembly or a structure of mixed occupancy.
3. For all indoor cooking operations without a hood suppression system or outdoor cooking operations under a tent or air supported structure.
4. For all indoor or outdoor pyrotechnic displays.
5. Whenever capacity monitoring is necessary.
6. Whenever Mardi Gras floats are used or stored in an assembly.
7. Whenever single level covered exhibits or multi-level exhibits having met the multi-level exhibit requirements and have an exhibit area greater than 300 square feet. (A copy of the min. requirements for single level covered exhibits or multi-level exhibits is attached.)
(NOTE: Fire Prevention shall determined the number of personnel required to stand fire watch. All fire watch personnel shall be off-duty N.O.F.D. personnel.)

6. **If a fire watch is required, what should I do to arrange it?**
 1. You must contact the Fire Prevention Division, Detail Coordinator, at 504-565-7805, to schedule a fire watch.
7. **What is a good rule of thumb to remember regarding exits?**
 1. All exits must be maintained **clear, accessible, and unobstructed**.
 2. No display or exhibit shall be installed or operated to **interfere** in any way with access to any way required exit or with visibility of any required exit or any required exit sign; nor shall any display block access to fire-fighting equipment.
8. **What codes or regulations do the City of New Orleans enforce relative to exhibits, trade shows, festivals, and similar activities?**
 1. The NFPA 101 Life Safety Code and the SBCCI Standard Fire Prevention Code as amended are minimum standards in which the above mentioned activities must meet.
 2. When in the opinion of the authority having jurisdiction (Chief of Fire Prevention or his representative), more stringent or alternative requirements may be evoked.
9. **What should I remember when submitting plans for exhibits / events at venues with lobbies / foyers?**
 1. Exhibit booths and / or displays are **not** allowed in lobby / foyer areas.
 2. Only those activities which directly support exhibit / event services such as registration and support services are allowed in lobby / foyer areas.
 3. The minimum exit width from exhibits / events must always be maintained **clear and unobstructed** from the exit discharge doors through any lobby / foyer to the actual exit doors and / or stairs.
10. **What should I do if I need to modify plans which have already been approved?**
 1. Plans must be resubmitted if substantial modifications are necessary, however, fees will not be assessed for the review of any corrected or revised plan which was previously reviewed and assessed fees.
11. **What documents must be submitted with plans?**
 1. A signed completed exhibit / special event plan review application must be submitted for each exhibit / special event.
 2. All plans submitted for exhibit / special event must be submitted with a check or money order made payable to the City of New Orleans in accordance with the attached fee schedule.
12. **Whom should I contact if I have any additional questions or concerns regarding exhibits / events?**
 1. You should contact the Fire Prevention Division, Tom St. Germain, at 504-658-4770.