



## COVERED OR MULTILEVEL EXHIBITS GUIDELINES

### COVERED EXHIBITS LESS THAN 300 SQ FT

1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

### COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS

1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Plans must be scaled, signed and dated by a certified structural engineer.
3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
9. Stairs should be:
  - a). Minimum of three feet (36") in width.
  - b). Equipped with handrails.
  - c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
  - d). Treads shall be minimum of eleven inches (11").
  - e). Spiral stairs are not permitted.
10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
11. Two (2) exits are required for every 300 square feet of occupied space.
12. All booth construction shall meet local, state, & federal mandated codes and sections.



## Structural Permit Application Covered or Enclosed Multilevel Exhibit Booth

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center  
Event Services Department  
1950 Eisenhower Blvd  
Ft. Lauderdale, FL 33316

Phone: 954.765.5900  
Fax: 954.763.9551  
Website: ftlauderdalecc.com

**Show/Event Name** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Exhibitor/Company Name** \_\_\_\_\_

**Exhibitor Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**On-site Contact** \_\_\_\_\_

U.S. engineered drawing bearing the stamp of a certified structural engineer needs to be included with application.

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### *THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT*

**Comments** \_\_\_\_\_  
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**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Fort Lauderdale Fire Marshal*