



## CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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### Permit Submittal Guideline

## **INDOOR EXHIBITS AND TRADE SHOWS**

This guide is used to assist in the permitting process for an indoor exhibit or trade shows as required by section 105.5.15 of the CCFC. A permit is required for events with an occupant load of 300 persons or greater.

See Section 323 of the CCFC for regulations governing exhibit booths, decorative curtains and textiles, and demonstration cooking. A diagram of the event layout with fire safety features is also a permit requirement.

Please note: a single permit is allowed for separate rooms that are used for the same event/use, provided the rooms are located on the same floor level and are within 250 feet of each other as measured along egress routes. Inspections are set up (1) inspection per permit, where an exhibit or trade show includes multiple set-ups used over the course of the event a separate permit is required for each layout unless the set-up includes a reduction of the same style of tables or seating.

Permit fees are based on aggregate event room size. Reference CCFC Table 108.2.6(3) for information on fees and range information based on size. There are currently (2) permit options for indoor exhibits and tradeshow;

<b>PERMIT TYPE:</b>	<b>PERMIT THRESHOLD:</b>
PERMIT BY INSPECTOR (PBI) -NO PLAN SUBMITTAL (see PBI permit guide)	<ul style="list-style-type: none"><li>• Occupant load is less than 3,600 PPL</li><li>• The event does not include pyrotechnics, flame effects, or open flames</li><li>• The occupant load is within 75% of the exit capacity</li></ul>
PLAN SUBMITTAL	When event does not qualify for PBI

### **APPLICABLE CODES:**

The following codes and standard apply to this permit:

- *International Fire Code, 2024 edition (IFC)*
- *Clark County Fire Code Amendments, 2024 edition (CCFC)*

Trade shows or exhibitions shall be conducted according to the permit limitations of section 323 of the IFC as amended by the CCFC. Also see section 1030 of the IFC entitled Assembly.

**SUBMITTAL REQUIREMENTS:** Submittals shall include the following information reference CCFC section 323.5;

1. **PLAN:** Overall floor plan (drawn to an indicated scale or properly dimensioned).
  - Seating arrangement and/or table and chair configurations.
  - Locations of all exhibit booths (booths, aisles and exits).
  - Locations of temporary walls, partitions, or curtains.
  - Lobby and registration areas.
  - Locations of temporary platforms, stages, bleachers, grandstands, lighting arches or other elements.

- Exits locations identified and labelled on plans as EXIT with length in feet included.
- Locations of fire protection equipment (e.g. extinguishers, fire alarm devices, hose cabinets, etc.). Please Note: if exhibit booth or temporary ceiling requires temporary fire sprinkler and fire alarm system/devices to be installed, a separate fire prevention permit will be needed.

2. **EXITING INFORMATION:** Egress analysis per IFC Chapter 10. Include Assembly Calculation for each room configuration and pre-function if being used.

**Below is an example of a sample assembly calculation.**

<b>TRADE SHOW OR EXHIBITION INFORMATION</b>	
Name and address of property.	<i>Mega Resort #1 88888 Las Vegas Blvd South</i>
Name of event, room name, floor level.	<i>National Association of Trade Shows Grand Ballroom No. 1 Second Floor Room Number 123</i>
Move-in and move-out dates.	<i>August X, 2025 to August Z, 2025</i>
Inspection date and time requested	<i>August Y, 2025</i>
Event contact for inspections.	<i>Fred Freep 702-999-9999 cell 702-888-8888 office</i>
Usable floor area (ft <sup>2</sup> )	<i>20,000 ft<sup>2</sup></i>
Calculated Occupant Load	<i>2,857 persons (ppl)</i>
Set up Information/Multiplier	<i>Theater (7)</i>
Set Load/Number of Tickets (if the event is ticketed)	<i>1,500 ppl</i>
Required exit width (ft)	<i>36 feet</i>
Actual exit width (ft)	<i>75 feet</i>
Exit Capacity(ppl)	<i>6,000 ppl</i>

**EXAMPLE ASSEMBLY CALCULATIONS:**

- OCCUPANT LOAD: 20,000 ft<sup>2</sup> (useable sq.ft.): ÷ 7(occupant load factor) = 2,875 ppl
- REQUIRED EXIT WIDTH: 2,875 (total occupant load) / 80 (type of exiting) = 36ft
- ACTUAL EXIT WIDTH= 75 (actual exit width in feet) x 80 (type of exiting) = 6,000 ppl

Please Note: Actual exiting must meet or exceed occupant load to approve the plans.

<b>MULTIPLIERS FOR CALCULATING EXIT CAPACITY</b>		
<b>TYPE OF EXITING</b>	<b>MULTIPLIER</b>	<b>INCHES OF CAPACITY</b>
Level Aisles (ramps no steeper than 1/10)	80 persons per foot	based on 0.15 inch per person
Stairs	60 persons per foot	based on 0.20 inch per person

**PLEASE NOTE: Clark County Approved master egress plans supersede calculated occupant loads and exit capacity, please review prior to submitting. These plans can be requested through the Clark County Records Department. To allow Pre-Function set-ups, an approved egress plan needs to have been approved through Clark County Building Department clarifying designated set-up locations and clear exiting width needed prior to submitting set-ups outside any ballrooms.**

<b>OCCUPANT LOAD FACTORS</b>	
<b>TYPE OF SPACE</b>	<b>FACTOR (ft<sup>2</sup>PER PERSON)</b>
Fixed Seating (not movable)	Actual number of seats
Exhibit Floors	15 net
Tables and Chairs (e.g. dining and classroom)	15 net
Chairs Only	7 net
Standing Space (e.g. SRO, pits)	5 net
Stages and Platforms	15 net
Back stage	200 gross
Kitchens	200gross
Business Centers / Office	150 gross
Storage / Bone Yard	500 gross
Net area excludes building components. Gross area is all within the walls.	

**FURNITURE SPACING:**

The configuration of tables, chairs and booths are also regulated by the IFC.

<b>SET UP/FURNITURE</b>	<b>REQUIRED CLEARANCE</b>
Table with seating	6 feet edge to table edge
Aisles in front of exhibit booths	8 feet
high-top tables without chairs.	3 feet
high-top tables with chairs.	6 feet
up to 14 chairs set theater style.	1 foot
over 14 chairs set theater style	0.3 inch for every chair over 14 feet, but no more than 22-inches

**DECORATIONS/BOOTH CONSTRUCTION:**

Any decorative item including drapes, curtains, and textiles need to be verified as flame resistant. This is done by the review of a certificate of flame resistance that states compliance with the *Standard Methods of Fire Tests for Flame-propagation of Textiles and Films*, NFPA 701 or a California State Fire Marshall Approved certificate. A certificate is to be provided along with the plan as well as verified in the field by inspections. See CCFC section 323.3.1 for more information.

Booths can be made of the material listed in CCFC section 323.2.5. This will be verified in the field by inspections and booth constructions details do not need to be submitted.

**EXHIBITION COOKING:**

Demonstration cooking and food warming within assembly spaces is regulated per CCFC 323.4. Inspections will field verify equipment as well as proper safety features are provided if required.

**PERMIT DURATION:**

Indoor Trade Shows and Exhibitions are Temporary Operational Permits and are limited to a duration of **180** days. If any changes are made to the plans; revisions will need to be submitted.