

The Ontario Building Code prohibits the use of flammable materials in booth construction and decor. Foam core in any form is forbidden. Fire regulations require that all decorating materials be flame proofed. The Toronto Fire Services can remove equipment and materials considered hazardous at the exhibitor's expense.

If your exhibit has been flame-proofed, have the documentation available at the booth for the Fire Marshall's inspection; this will avoid having to fire-test the exhibit on-site.

#### **Flame Test (Prior To Market Time)**

The following test (NFPA 701 Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 1/2" wide x 4" long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2" below the bottom of the material for 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flame immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

#### **Portable Spotlights**

At the discretion of market management, an exhibitor may be asked to reposition spotlights if they are deemed unsafe i.e. protruding into aisle in such a way that aisle traffic could come into contact with the lights.

All clamps on types of portable spotlights should be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle.

Flexible cords (extension cords) may be used for portable lamps or appliances that are of allowable amperage for size and type of three-conductor cord used to power bars. ([click here](#) for more Electrical Safety Information.)

#### **Obstructions**

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the booth must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Exhibitor, to provide access to such equipment and, to ensure the view to such equipment is not obstructed. All fire extinguishers and thermostat boxes located in exhibitor booths must be left accessible.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

#### **Procedures During Set-Up and Dismantling of Market**

The following equipment and operations are prohibited during Market set-up and dismantling:

1. The idling of trucks while in the loading dock area of the building is prohibited.
2. Welding, cutting or blazing equipment without special permission from Show Management.
3. Painting with flammable or volatile paints and finishes.
4. Portable heating equipment.
5. Electrically powered tools and equipment other than those listed by ULC or labelled, or listed by CSA, or by a nationally recognized testing laboratory.

#### **Emergency Procedures**

1. The market facility is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection and fire alarm. Upon arrival, you should familiarize yourself with the building, in particular the location of the nearest exit, manual pull station and fire extinguisher.
2. If you see fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the extinguishers located through the building and you are familiar with the use of a fire extinguisher.

**NOTE:** In the case of an emergency, if a phone is available, please contact the Show Office immediately. If no phone is available, contact the closest Registration Area, or Security guard who will get in touch with the Show Office for immediate action.

## FIRE REGULATIONS - TORONTO CONGRESS CENTRE

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### Prohibited Materials, Processes, Equipment & Booth Configurations

Use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper boxboard, no-steam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and/or foam core
4. Fireworks
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Smoking in posted "No Smoking" area
10. Fuelling of motor vehicles
11. Liquefied petroleum or natural gas
12. Wood matches with "all surface" strikes
13. Hazardous refrigerants such as sulphur dioxide and ammonia
14. Cellulose nitrate motion picture films
15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association)

### Materials, Processes & Equipment Requiring Special Permit for Use

The use of the following materials, processes or equipment is subject to approval. If any materials, processes or equipment requiring approval are to be used, the exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazards.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and firearms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks (See Page 5 of Rules and Regulations for use of Helium Tanks)
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees

### Acceptable Material for Booth Construction

The following types of materials will be acceptable for booth construction:

1. Wood (fireproofed)
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300
3. Non-combustible materials as regulated by the Ontario Building Code

### Interior Finishes and Furnishings

The limitations \* described below shall apply to all interior finishes and furnishings including:

Hangings	Decorative filler ruscus
Drops	Split wood/bamboo
Christmas trees (artificial)	Textiles
Artificial flowers and foliage	All other decorative materials including
Paper: cardboard or compressed	plastic
paperboard less than ¼" thick is	Drapes
considered paper	

### \*Limitations

1. Made from non-combustible materials.
2. Treated and maintained in a flame-retardant condition by an approved flame-retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the TCC.
5. No covered booths.

Booth Wallpaper is permissible if pasted securely to walls or wallboard backing.