

MOSCONE CENTER EMERGENCY PROCEDURES

The entire complex is equipped with Public Emergency Response System (PERS) stations throughout which can be utilized to report any type of emergency situation that may occur.

Each numbered PERS station consists of a security alarm, a fire alarm that summons the SFFD, a medical emergency alarm, a Red telephone hand-set, and fire extinguisher (on exhibit floor only). In the event of an emergency, proceed to the nearest PERS station, pull the appropriate alarm and lift the red telephone handset. Tell the person answering the nature of the call, the PERS station number and the location of the emergency (i.e., aisle number, exit door number, booth number, etc.) The person answering the call will instruct you as to what action to take. If evacuation of an area is required, an alarm will sound. Voice instructions shall be given, and security personnel will aid in evacuation. The "in-house" Emergency Response Team will respond to the emergency location as directed.

All fires active or extinguished shall be reported to the control room and SFFD.

Report all fires immediately. The Fire Department will greatly appreciate your cooperation. Approved fire extinguishers are not provided for booth use but can be obtained through firms listed in the telephone directory yellow pages. (Minimum type acceptable is 3A40BC)

NOTE: Each PERS station also has a white courtesy telephone handset for non-emergency, in-house use. To call out of the building, use the pay telephones located throughout the facility.

PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT

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

1. Fireworks or pyrotechnics.
2. Blasting agents.
3. Explosives.
4. Flammable cryogenic gases.
5. Aerosol cans with flammable propellants.
6. Display literature exceeding reasonable quantities. (Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
7. Smoking (California Labor Code 6404.5).
8. Fueling of motor vehicles.
9. Gas operated cooking equipment.
10. Wood matches with all-surface strikes.
11. Cellulose nitrate motion picture film.
12. Portable heating equipment.
13. Combustion engines. Any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:
 - a. Fuel tanks, unless never having held fuel, shall be maintained between 1/3 and 1/2 full. Caps for fuel tank fill pipes shall be maintained locked. If it is not practical to attach such a cap, an alternate method shall be employed with prior permission from the facility Fire Marshal.
 - b. The electrical system shall be de-energized, either by:
14. Removing the battery(ies); removing the battery cables; disconnecting both battery cables and coupling them with electrical tape.
15. Overnight sleeping in any facility.

PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP AND DISMANTLING

The following equipment or operations are prohibited during exhibition, booth construction or dismantling:

1. Material-handling equipment which exceeds established emission levels.
2. Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc; or approved by a nationally recognized testing laboratory.

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3. Portable heating equipment.
4. Welding, cutting or brazing without special permit from the San Francisco Bureau of Fire Prevention.
5. Painting with flammable or volatile paints and finishes.
6. Other equipment or operations that increase risk to fire and life safety.

MATERIALS, PROCESSES OR EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

Use, display or storage of the following restricted materials, processes or equipment is subject to approval and requires special permit:

1. Natural gas fired equipment.
2. Cooking equipment (electrically operated only permitted).
3. Open flame devices (require protective shields).
4. Exhibits involving hazardous processing or materials.
5. Liquefied petroleum gas (Ref: S.F. Fire Code Article 82).
6. Fossil fuel powered equipment.
7. Lasers.
8. Hydraulically powered equipment using flammable fluids.
9. Radiation producing devices.
10. Flammable liquids.
11. Electrical equipment of installations not conforming to the San Francisco Electrical Code or the National Electrical Code.
12. Other materials or processes judged by the facility Fire Marshal to increase the risk to fire and life safety.

SPECIAL APPROVAL

To obtain special approval, the exhibitor shall submit in writing:

1. The nature of the process or equipment to be used.
2. The quantity of restricted materials to be used.
3. What provisions will be made to provide fire suppression or other life safety measures which will prevent any injury, harm, or damage. The request must be submitted to facility management 30 days in advance of the show preferably with pictures. It will then be given to the facility Fire Marshal who will approve or reject the request. Written notification will be returned to the originator of the request.

ACCEPTABLE BOOTH CONFIGURATIONS

The following booth configurations are acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 500 square feet in area.

The following booth configurations will require prior special approval:

1. Platforms exceeding 500 square feet in area.
2. Exhibition booths with canopies.
3. Single-level covered exhibition booths.
4. Booths/exhibits of a height exceeding 12'.
5. Any booth designed with a second level. Plans must be safety certified by a licensed professional engineer before floor plans are submitted. If occupancy load is less than 10 persons, one exit is sufficient. If occupancy load is more than 10 persons, two (2) means of exiting are required. (Section 1005.1 - 1005.10 of the Uniform Building Code prohibits use of **spiral, winding or curved stairs** in any facility.) Circular stairs may be used from the second level of booths provided the minimum width of run is not less than 10 inches and the smaller radius is not less than twice the width of the stairway.

ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

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

1. Wood; properly treated as per UBC Standard 8-1, and certified (see definition of UBC Sec 207 for fire treated wood).
2. Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E84 (Tunnel Test), and certified as such.

ACCEPTABLE INTERIOR FINISHES AND FURNISHINGS

Use of the following materials and furnishings is controlled:

1. Drapes, hangings, curtains, and props.
2. Foam core board (PVC) shall be certified a flame resistant type. **No exceptions.**
3. Poster paper and banners.
4. Decorative fabrics.
5. Christmas trees. (Cut trees shall be flame retardant by a State certified applicator and a current certificate posted in booth.)
6. Motion picture screens.
7. All other decorative materials, including plastics.

All materials and furnishings shall be:

1. Made from non-combustible materials; or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process. Flame retardant treatments **shall** be renewed as necessary or after each cleaning. Identification showing the date and type of treatment and the firm treating the material shall be located on, or affixed to, all treated materials or posted in booth.
3. Approved by the facility Fire Marshal when containing material constructed of plastic. (Note: Oil paper, tar paper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant, and their use is prohibited.) Interior furnishings and materials shall not be located as to obstruct or block exits, fire and life safety devices or equipment. All loose seats, folding chairs, or other seating not fixed to the floor shall be ganged together in groups of not less than three when set in rows. Placement of chairs in aisles and corridors is strictly prohibited. Chairs shall remain within booth boundaries and under strict control of booth operator.

PORTABLE SPOTLIGHTS

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

Use of ceramic-porcelain or molded composition type of neck-shell is the only type approved for use in any San Francisco Convention Facility. On/off switches are usually located in the neck.

Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Flexible cord extensions may be used only for portable lamps/appliances that are of allowable amperage for the size and type of three (3) conductor cords connecting to and for the utilization of any equipment. The third conductor is used for equipment grounding purposes.

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FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials, shall be flame retardant to the satisfaction of the Fire Department and the State Fire Marshal's requirements.

All table coverings, fabric walls, paper, or any decorative material whatsoever must have a California flameproof certificate or tag. Only California certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the facility Fire Marshal. This does not apply to your product or any decorations provided by the in-hall decorator.

BE CAREFUL -- ADVISE YOUR TRIMMERS. BE SURE THEIR MATERIAL CONFORMS TO THESE REGULATIONS ALSO. LIMITED SELF-TREATMENT OF MATERIALS IS ALLOWED WITH PROPER CERTIFICATION.

Test the material yourself! Do not wait until you have invested time and money into decorating your booth only to have the Fire Department tell you to dismantle it. Test your materials in the following manner. In a safe place:

1. Cut off a small piece and hold it with a pair of pliers.
2. Hold a lighter to the bottom of it for 12 seconds.
3. If, when you take away the lighter, the piece stops burning, it is flame resistant.
4. If the piece goes up in flames right away or continues to burn after you pull away the lighter, it is obviously not flame resistant.

If your material is flammable, you can either not use it and buy new material that is flame resistant from a California company with a California certificate, or simply get it treated by a authorized California company, obtaining a certificate at that time. Flame retardant service or materials can be found in a city "Yellow Pages" directory under "Flame-proofing/Fireproofing."

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show management shall assume responsibility for daily adequate janitorial and rubbish pickup service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily. Storage of empty cartons in exhibit booth area is not permitted.

Storage of any kind is prohibited behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc., which are NECESSARY FOR REPACKING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

OBSTRUCTIONS

Nothing shall be hung from or affixed to any sprinkler heads or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies and passageways, fire and life safety devices shall be unobstructed at all times. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc., shall not be placed beyond booth area into aisles.

MOVE-IN / MOVE-OUT PROCEDURES

No move-in or move-out will be allowed through The Moscone Center lobbies. Arrangements can be made to use emergency ramp access to the exhibit hall for "hand carried" materials, hand carts or other small dollies. The major decorator of an exhibition event shall maintain control of the exhibit floor during set-up and dismantling.

1. No vehicles will be allowed in tunnel areas, loading docks or exhibit halls without proper I.D.
2. Only company-owned vehicles with proper signage (permanently affixed decals) or temporary loading/unloading permits will be allowed in work areas.
3. Independent decorators and sub-contractors must be properly bonded, insured and have access permission to loading/unloading areas through the show management or general services contractor and must maintain a valid permit from the facilities.
4. Individual exhibitors loading/unloading merchandise must secure a temporary access permit prior to entering booth areas from decorator service desk or show office.
5. No more than 18 vehicles shall be allowed in Moscone Exhibit Halls for unloading purposes at any given time. Idling of vehicles is prohibited.
6. No vehicles are allowed in the Esplanade or Gateway Ballrooms at any time unless part of an exhibition.
7. **KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES.**

PARKING

There is ***no parking allowed within the San Francisco Convention Facilities at any time.*** Unauthorized vehicles will be towed at owner's expense. Trash compactor and debris box removal area, as marked on floor, shall be kept free and clear at all times, as well as access area for baler.

EXHIBIT CRATE STORAGE

Since most crates and cartons are constructed of non-flame resistant wood, and packing materials are not flame retardant, ***storage of these items is not permitted within The Moscone Convention Center.***