



Simplified Guide to Fire Prevention - Exhibition

November 2015 issue



Palais des congrès
de **Montréal**

Please note that this document relates to the main regulations of the City of Montréal Fire and Security Department. For any other situation not presented in this document, please address your requests or questions to the Production Department.

A) Materials for booth decoration or display

1. **Draperies, curtains, decorative materials including dried flowers, cotton, styrofoam, paper and cardboard of less than 1/8 inch (3 mm), textiles, netting and plastic materials**, must comply with the CAN/ULC-S109-M Standard for Flame Tests of Flame-Resistant Fabrics and Films, or be **fireproofed** by a **company specialising in flame-retardant treatment**.
2. It is not necessary to fireproof fabrics, paper and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed. Each sample must be in a different shade, texture and quality.
3. **Cardboard boxes and crates** empty of merchandise should be clearly identified and will be picked up only by employees of the Palais des congrès de Montréal, then stacked based on availability of storage space reserved for this purpose. It is forbidden to store these materials on the side, the back or inside the booth.
4. **Natural trees** are permitted if they are potted with their roots and watered on a daily basis.
5. **Helium cylinders** are permitted if they are firmly secured by chain to a cart.

B) Flame retardant treatments

The exhibitor or exhibitor's supplier is responsible for renewing flame retardant treatments when needed to ensure that materials pass the match flame test NFPA-701, *Fire Tests for Flame-resistant Textiles and Films*. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure fire retardant efficiency.

C) Treating tents covering under 300 sq. ft. for flame retardation

Each tent is required to comply with one of the following standards prior to being authorized for installation:

Each tent is required to comply with one of the following standards prior to being authorized for installation: Tent must be equipped with a label confirming the material is either **NFPA 701** certified (fabric) or **CPAI 84** certified (vinyl) or be accompanied by a certificate declaring the material to be flame retardant, otherwise the exhibitor shall be required to treat the tent onsite for flame retardation or bring it to a specialist and then present certifiable proof of flame retardation.

As a last resort, a piece of the tent shall be tested for flame retardation.

D) Prohibited materials

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal, **it is forbidden to use the materials on the following list :**

- Softwood trees or branches
- Straw
- Peat
- Jute
- Polypropylene / polymer (Coroplast)
except if the surface used corresponds
to 10% or less of the total surface of the stand
- Cellulose acetate fabrics
- Straw shavings
- Packing chips
- *Sono tube.*

E) Construction and placement of booths

1. Booths and displays should be installed and operated without obstructing:
 - Access to any exit or visibility of any exit ;
 - The width of any exit ;
 - The visibility of any exit sign ;
 - Access to fire fighting equipment.
2. No part of an object displayed should extend to an aisle or corridor designated as such.
3. Booths of Wood constructions should be a nominal thickness of more than ¼ inch (6 mm) or be **fireproofed by a company specialising in flame-retardant treatment.**
4. The minimum width of aisles serving public exhibits and displays is 10 feet (3 m).
5. The minimum width of aisles serving booths and exhibit displays at trade shows is 8 feet (2.4 m).
6. Any installation with a ceiling, rigid roof, membrane, fabrics or any other material of which surface is more than 300 square feet must be equipped with automatic sprinklers or obtain the approval of the Security Department of the Palais des congrès de Montréal.
7. The stages for services, shows or speech (training course) of more than 300' square feet can not be used as shelter for a person or storage place of flammable material. Should this happen, the installation of sprinklers is mandatory.
8. A minimum clearance of 18 inches (45 cm) is required under the sprinkler heads.

F) Ignition sources

1. Unless there is a **regulator** or control device to eliminate risk of fire or explosion, it is forbidden to produce **open flames, sparks or heat** using an ignition device or during an activity. The proposed control device must be submitted to the Security Department of the Palais des congrès de Montréal for approval.
2. **Use of candles and paraffin lamps** are subject to a request for approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder ideally exceeding 1.5 inches (3.8 cm) the height of the flame, so that the flame does not accidentally enter into contact with combustible materials (tablecloths, etc.). It is forbidden to use vegetable oil as fuel.
3. **Performances featuring fire-eaters or use of pyrotechnic devices** are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.

G) Cooking equipment

Any request for cooking appliances must obtain the approval of the Production Department of the Palais des congrès de Montréal. An evaluation will be made according to the quantity involved and what other events may be taking place at the same time.

1. Only **electrical cooking appliances** and **sterno hot plates** are permitted.
2. When cooking, a fire extinguisher must be readily available within the booth.
3. Maximum surface area for cooking equipment is limited to 288 square inches (0.19 m²).
4. Cooking equipment should be placed on a non-combustible surface.
5. Cooking equipment must be installed at a minimum distance of 4 feet (1.2 m) from visitors.
6. Cooking equipment must be at a minimum distance of 2 feet (0.6 m) from all combustible materials or any other cooking device.
7. Open **fryers** are not permitted, because there is no way to recover the grease and oil vapours. Only fryers with an airtight cover are permitted. However, you are required to submit a model of the equipment concerned for approval by the Production Department.
8. **No portable cooking equipment using charcoal, wood charcoal, gas, propane or butane can be used** inside the Palais des congrès de Montréal.

H) Meals and beverages: flambés

1. Meals and beverages may be flambéed, but only in the area where they are served.
2. Combustible devices used to flambé meals or beverages or to reheat meals must be fuelled outside the service area, away from all ignition sources and over a non-carpeted surface, such as concrete.

I) Vehicles and other internal combustion engines on display

1. All **fuel tank openings** of vehicles and other internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapours (except for tanks that have never contained fuel).
2. **Fuel tanks of vehicles** on display should not be more than one half full or contain more than 10 gallons (38 litres) of fuel.
3. a) Starter batteries must be disconnected on gasoline-powered cars. Anti-theft devices and other accessories may not be powered via the regular battery but only through an outside source incapable of also powering the engine. Remove the spark plugs when a secondary battery is not required to start the engine.

b) On hybrid vehicles, the battery for starting the gasoline engine must also be disconnected. No intervention is required on the electric engine and battery module.

c) No need to remove and/or disconnect batteries on electric vehicles.
4. Vehicle owners are responsible for ensuring their engines cannot be started during the exhibition. Motor vehicles may not be moved during exhibition hours unless authorized by the Security Department of the Palais des congrès de Montréal.
5. It is prohibited to fuel or defuel any vehicle inside the building or within the Palais des congrès de Montréal's immediate surroundings.
6. Propane tanks, used in trailers, recreational and utility vehicles or any other form of equipment, must be removed, emptied and sealed before entering the exhibition rooms.

J) Arrangement of furniture inside the exhibit

1. In each row of five seats or more, the seats must be attached together. The rows may have a maximum of 15 seats and should be separated by aisles with a minimum width of 44 inches (112 cm).
2. Combustible devices used to flambé meals or beverages or to reheat meals must be fuelled outside the service area, away from all ignition sources and over a non-carpeted surface, such as concrete.

K) Fire Arms

1. Promoters or organizers whose exhibitions involve fire arms are subject to Canadian law respecting storage of fire arms. Your event manager will provide you with the appropriate document upon request.

The Security Department of the Palais des congrès de Montréal or the Montréal Fire and Security Department may, at any time, refuse any installation that does not comply with their requirements.



November 2015 issue