



LYNNWOOD
CONVENTION CENTER

GENERAL FIRE SAFETY GUIDELINES
FOR THE LYNNWOOD CONVENTION CENTER AS A PUBLIC ASSEMBLY

Floor plans need to be sent to:

Lynnwood Convention Center
Attention: Event Manager
3711 196th Street S.W.
Lynnwood, WA 98036

Floor plans are reviewed by the Convention Center. After review, floor plans will be stamped "Approved", or required changes will be indicated. The Convention Center Event Manager will communicate with the client or contractor on required plan revisions. A copy of all approved plans will be sent to the Fire Marshall for their records. In special circumstances the Convention Center will present the Fire Marshall with the plans for approval. The Fire Marshal may conduct a final walk-through of the show floor prior to doors opening, and may also randomly inspect during show hours.

POINTS TO CONSIDER IN THE PERMIT PROCESS:

1. Booth sales cannot begin until floor plans have been reviewed and approved by the Lynnwood Convention Center.
2. Plans must be submitted to the Lynnwood Convention Center at least 45 days before the first move-in day. (We suggest submitting floor plans as early as possible for review and approval.)
3. The Lynnwood Convention Center requires three floor plan drawings be submitted. Floor plan drawings should be at least 8 1/2" x 11". The drawing should indicate aisles and aisle widths, booths and exits for all meeting rooms, and all proposed usage of lobby areas, to include the upper and lower concourses. Drawings submitted for meeting rooms must indicate proposed usage of upper and lower concourse spaces, including registration areas, entry units, etc.

MISCELLANEOUS SHOW FLOOR CONSIDERATIONS:

1. All decorations, drapes, signs, banners, plastic displays, hay, split bamboo, combustibles, etc. must be flame-retardant. Table coverings with overhang greater than 6" must also be flame-retardant. Items that require treatment with a flame-retardant product will be subject to a flame test prior to or during show hours. Wood panels greater than 1/4" original thickness are considered flame-resistant. [The use of oil cloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and their use is strictly prohibited.]
2. Displayed vehicles must be indicated on submitted floor plans and are subject to the following restrictions:
 - a. Gasoline in fuel tanks is limited to less than 1/2 gallon. Diesel fuel tanks are limited to a maximum of 1/4 full. Vehicles with no or non-functioning fuel gauges will not be allowed in public assembly areas without prior approval by the LCC
 - b. Battery cables must be disconnected, with the cable ends taped over to prevent sparking.
 - c. Fuel tank fill caps must either be locking or taped shut.
 - d. Visqueen should be placed over carpet to protect the flooring.
 - e. A suitable fire extinguisher must be placed within 10 feet of the vehicle. Signage indicating the location of the extinguisher must also be placed.
3. There must be no obstructions to the fire doors. All cables must go over designated fire exit doors. LCC has provided eye hooks for small control or speaker cables, vendor must provide cable bridges for cables that are too heavy for the eye hooks to hold. All cabling crossing service entrances must be taped down and covered with carpet or a cable ramp and clearly marked with yellow tape. If the cable is a potential hazard to service staff then LCC will request a cable bridge is installed.
4. Votive Candles and Sterno may only be used in public assembly areas. Votive candles must be a 'tea' light or smaller in size, oil burning glass candles are acceptable. The flame must not burn any higher than 1 inch and the top of the flame must be at least 1 inch below the top of the votive. Candle holders must be no higher than 18 inches in height.
5. LPG (Propane), CNG (Compressed Natural Gas) and Butane are prohibited in the LCC.
6. Combustible storage is not allowed on the event floor. Combustible storage is specifically prohibited in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor, and booth storage of

Literature/brochures is limited to full boxes that can be easily stored under tables in the booth.

7. Helium, Nitrogen, Oxygen and Nitrous oxide tanks are allowed on the exhibit floor with prior approval by the LCC. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage. Nitrous oxide and Oxygen tanks over 250 cubic feet are prohibited. Oxidizing gases (Oxygen or Nitrous oxide) in amounts in excess of 503 cubic feet may only be used in public assembly areas under permit for Hazardous Materials.
8. Indicate the location and size of Official Contractor Service Centers on exhibit floor plans when they are initially submitted during permit process. The doors, which allow access from the service corridor into 1-DEF or 2DE, must always be kept closed during show hours (including the man-doors in the air-walls). The roll up doors are rated as 1 1/2-hour fire separation between the meeting room areas and the service corridor and are mandated by the Fire Code for public safety. Decorators, please note this Fire Code requirement.
9. No smoke machines are allowed in the LCC with the exception of small dry ice machines producing low lying fog, 'Pea Souper' or similar machine. The number of machines being used per room must be approved by the LCC.
10. No indoor Pyrotechnics of any kind are allowed in the LCC.

EXHIBIT HALL GUIDELINES:

1. A clear exit aisle or pathway must be maintained in all rooms being used as exhibit halls.
2. Room's 1-DEF and 2DE require a minimum of 2 to 4 straight north/south aisles. Perimeter aisles do not count in this 2 to 4 north/south minimum. The minimum aisle width should be 9 to 10 feet. Eight-foot north/south aisles may be allowed in some instances, but are considered an exception rather than the rule. A determination to allow 8-foot north/south aisles will be made on a case by case basis and will be dependent upon a number of factors as evaluated by the LCC.
3. Each show in 1-DEF and 2 DE must have a minimum of one continuous and straight east/west cross aisle with a minimum width of 12 feet. Multiple east/west cross aisles are preferred, each with a minimum width of 9 to 10 feet. East/west cross aisles must extend from 1D and 1-E through to 1-F, if 1-F is being used.
4. The storage of crates, cardboard boxes and fiber cases is not permitted in the service corridor. These areas are established for use by the Lynnwood Convention Center.

5. Large covered booths [over 100 square feet] require that the floor plan and booth plan be pre-approved by the LCC.

NOTE: In some cases, the LCC may require that the sprinkler system for the Lynnwood Convention Center be extended into the covered booth.

CONCOURSE GUIDELINES:

1. Major attractions or curiosities should not be located at the entrance to the meeting rooms (i.e., espresso carts, giveaways, radio remotes and popular booths or personalities). This practice tends to block entrance to the event floor and impedes emergency exiting when needed most.
2. The Concourse is a Fire/Building Code mandated exit corridor, and as such, its use by Lynnwood Convention Center clients is subject to the following:
 - a. The exit doors at the Concourse must remain unobstructed. There must be clear visibility and access to these exit doors for patrons exiting in an emergency.
 - b. A visible and unobstructed pathway (width equal to the total width of exit doors) must cross the Concourse from meeting rooms to access the exit doors
 - c. A maximum of two (2) standard-sized (6-foot) registration counters are allowed along the south wall of the Lower Concourse. These registration counters must be placed in such a manner that they do not block the exit door in the southeast corner.
 - d. All registration counters, kiosks and entry units must be indicated on the submitted floor plans and must be drawn to scale.
 - e. Items placed at near the base of the staircase must be situated such that they leave a clear exit aisle-way coming down the stairs that is a minimum 8 feet in width.
 - f. Usable space alongside the staircase in the Lower Concourse is restricted to 10 feet out from the south wall and running 8 feet in length.
 - g. Tables, bulletin boards, etc. are allowed along the glass wall that runs parallel to meeting rooms' 1-DEF in the identified areas of useable space in the Lower Concourse.

- h. Maximum usable space in the Lower Concourse between the entrance doors to rooms' 1-DEF is 30 feet by 4 feet. This maximum usable space may be decreased by the Fire Marshal based on the location and number of kiosks, registration counters, etc. in or near the center of the Lower Concourse.
 - i. If an entry unit or decorative element is proposed to span the sprinklers or Lower Concourse, it must not impact ingress or egress, i.e., the bases for the entry unit must be next to the glass wall and next to the wall adjacent to the entrance to 1 DEF with no center tower.
1. The Upper Concourse is a required emergency exit corridor. Its use is restricted and subject to the following guidelines:
- a. In the Upper Concourse, exhibitors can only come out 30" from the meeting room walls (suggest using a 30" table that is pushed in tight to the wall). Booths and display cases are not permitted in the corridors leading away from rooms 2-DE.

The Upper Concourse and landing at the stair are considered collection points for patrons exiting in an emergency. The Upper Concourse can be used for registration, but are subject to LCC approval. [Please see attached drawings provided by the Lynnwood Convention Center concerning acceptable space use.] Registration that is being proposed for the Upper and/or Lower Concourse areas must be indicated on the floor plans.

- b. All meeting rooms are subject to maximum occupancy load requirements as dictated by the International Building Code. Meeting rooms with an occupancy load greater than 50 persons require a minimum of two exits from the room.
- c. A 6-foot exit corridor must be maintained from the Upper Concourse through the Lower Concourse. This exiting leads to the staircase and shall not be obstructed at any time.

INGRESS AND EGRESS AREAS:

1. Popular attractions that would restrict or slow foot traffic are not permitted at the top of the landing on the 2nd floor. Please check with the Lynnwood Convention Center representative if any attraction or entrance unit is proposed for this location.