



Orange County Fire Rescue Department

Trade Show & Convention Application Checklist

Office of the Fire Marshal – 7079 University Boulevard – Winter Park, FL 32792
Phone: 407-836-0070 Fax: 407-836-8330



*****APPLICATIONS ARE REQUIRED TO BE SUBMITTED 21 DAYS PRIOR TO START OF EVENT*****

- Completed Application
 - Include set-up and start days and times for each separate room layout
 - Provide a production schedule for multiple days
 - Account Executive should be the on-site contact. Provide contact's cell phone for inspection.

- Permit Fee -payable to "Orange County Board of County Commissioners" for \$82.00
 - If show start time is outside normal business hours (7:00am-4:30pm), an afterhours inspection fee of \$202.00 will be charged
 - Inspections will be 1 hour prior to the start time of the event

- Include plans for each room setup. Plans shall include the following information:
 - All exits
 - All fire strobes including height on wall or if located on the ceiling
 - All fire extinguishers, & fire hose cabinets shall be indicated and unobstructed
 - All pipe & drape (indicate distances from wall and openings for fire protection equipment)
 - Baffles are not permitted (exits must be clear and unobstructed)
 - All measurements for aisles

- Additional items to include on plans
 - All motorized vehicles – shall comply with vehicle display guidelines
 - Covered Exhibits/Booths – if greater than 300 sqft, a fire watch will be required
 - Multi-level booths – signed & sealed engineer drawings with stair elevations. A fire watch will be required
 - Cooking or warming – provide details on appliances, what is being cooked/warmed, and where in the room. A fire watch may be required.
 - Cryogenic liquids - No tanks larger than 10 gallons are permitted. Tank must be secured.
 - Fog/Haze – A fire watch will be required when the Fire Alarm System is altered(placed in test/bypass or a zone is turned off) to accommodate the use of Fog/Haze
 - General assemblies greater than 200 will have fixed seats or seats attached together of at least 3
 - All exhibits, scenery, and decorations shall be non-combustible or flame retardant.

- Stages
 - Show stairs - All stairs require handrails - Show all handrails on plans
 - If stage is provided by a 3rd party vender include signed & sealed engineer drawings are required

- Pre-function Space
 - Show registration area or service desk
 - Show any Entrance Units (do not block any exits)
 - Show any tables, booths, and food & beverages

- Fire Watches – If required provide a request letter on letterhead including:
 - Show name
 - Show start and end times
 - Fire Watch start and end times (include 30 minutes before and finish 30 minutes after the show)
 - Reason for fire watch

- Special Permitting & Inspections are required for:
 - Performance lasers
 - Aerial Fireworks
 - Open flames
 - Tents over 900 sqft