



CITY OF ABILENE FIRE MARSHAL'S OFFICE



ABILENE CONVENTION CENTER EVENT GUIDELINES

250 Grape St. Abilene, TX 79601 (325) 676-6434 Fax: (325) 676-6673 afdprev@abilenetx.com

Permits

Complete and return the fire department application and include additional information required for permit review, such as, specific details, event schedules, and/or special licenses to the Abilene Convention Center Events Coordinator at least ten (10) working days prior to event date. Candles, pyrotechnics, cooking, vehicle displays, or other hazardous operations shall require additional approval and permitting. Event permit inspections will be conducted prior to the event's start date and time.

The following are the events that require permitting:

- Expos, trade or craft shows
- Dances, proms or balls
- Banquets, social or dining events
- Weddings or wedding receptions
- Concerts, performances or shows (Excluding those held entirely within the auditorium)
- Public exhibits or displays
- Wholesale or retail sales
- Sporting events
- Training or classroom events exceeding 300 occupants
- Religious, graduation, or promotion ceremonies exceeding 300 occupants

Occupant Load

The established occupant load permitted for the Convention Center, or portion(s) thereof shall be maintained at all times. The number of occupants shall be computed at the rate of one occupant per unit of area as prescribed by the Abilene Fire Code.

Accessible Means of Egress

A designated means of egress shall provide a continuous and unobstructed path of egress travel from all accessible points in the building to the public way at all times. All exit doors, exit discharges, exit passageways, aisles, exit stairways, elevators and accessibility ramps shall not be obstructed, locked or blocked. Materials shall not be stored or displayed in a means of egress.

Exit Signage, Emergency Lighting, Fire Extinguishers, Fire Sprinkler Components and Fire Alarm Devices

Displays, exhibits, decorations, or any other object shall not obstruct the visibility of an exit sign, hamper the operation of an emergency light, obstruct the accessibility of a fire extinguisher, be affixed to or hamper the operation of any fire sprinkler component, or obstruct the visibility and audibility of a fire alarm device.

Candles and other Open-Flame Devices

Open-flame decorative devices shall require prior approval from the Abilene Fire Marshal's Office. When candles are displayed on tables, the candle must be contained in a votive or similar device. Candle votives are required to have a sturdy base, shall be enclosed on all sides, and the top of the flame shall be at least two (2) inches below the top opening. Candle sticks, candle pillars, candelabras, menorahs, tea-light holders, torches, oil lamps, and candle lanterns are prohibited. Exception: Candles used for ceremonial or religious

purposes with prior approval. Liquefied petroleum gas (LPG) is prohibited from being used or stored within the Abilene Convention Center.

Static Display of Vehicles

All vendors requesting to display an electric or gas fueled vehicle(s), to include motorcycles, ATVs, watercraft, lawn equipment, generators, and/or any other machinery, shall complete a Vehicle Affidavit. The affidavit shall be submitted with the Event Permit application. Vehicles and equipment stored indoors must comply with the following:

1. All batteries must be disconnected.
2. Fuel in tanks shall not exceed ¼ tank or 5 gallons, whichever is least.
3. Fuel tank openings or fuel fill openings shall be locked or sealed by a method to prevent tampering.
4. Vehicles and equipment shall not be started, fueled or defueled indoors.

Parking

The event coordinator shall be responsible for ensuring event participants, vendors, and/or other vehicles associated with the event are legally parked in the designated parking areas. Fire lane parking violations will be strictly enforced.

Smoking

Per City of Abilene Ordinance 69-2006; Smoking is prohibited in all enclosed public places, as well as those areas outdoors designated in Section 10-84 and 10-85. Smoking is prohibited within a reasonable distance of not less than 20 feet outside entrances, operable windows, and ventilation systems.

**Persons found to be in violation of the Abilene Fire Code or in noncompliance with the orders/instructions given by the Abilene Fire Marshal or his/her designee may be subjected to a Class C Misdemeanor, punishable by a fine not to exceed \$500. In such case, the violation shall be immediately corrected before the event will be allowed to continue.*