



Miami Beach Fire Department  
**FIRE PREVENTION DIVISION**  
**STANDARDS**



---

---

TOPIC: **Exhibition or Trade Shows**

STANDARD NO: EXINSP -S06  
Revision 0

---

---

The Miami Beach Convention Center is the main facility for exhibition or trade shows in the City. The Special Event Coordinator is responsible for reviewing and approving plans for shows at the MBCC facility and private events requiring a Special Events permit.

There are other private facilities that rent out ballrooms, meeting rooms, etc. for exhibits/trade shows such as the Fontainebleau Hotel, Eden Roc Hotel, Lowes Hotel, etc. These facilities are not required to obtain a special event permit because the event falls within the permitting assembly for that facility. This FPS establishes the policy and procedure for inspections of these facilities.

FPA Jorge Clavijo will set up a plan review/inspection program to ensure that the exhibits/trade shows are set up in accordance with FFPC. There must be a person in charge at each facility to develop and maintain the program. FPA Clavijo will initiate the program and will train the person in charge on the fire safety requirements for assembly occupancies. Every show must have a floor plan with the furniture layout and cannot exceed the established occupant content limits for the room. The occupant content may need to be reduced depending on the event and furniture layout. Once the plan is approved, it will be assigned the appropriate zone fire inspector for follow up inspection.

After the program has been implemented, the fire inspector will monitor the quality and effectiveness of the program. The fire inspector can inspect before, during, or after the event taking place at each facility. The person in charge must complete the attached form with the plans for each show and fax to FPA Clavijo at 305-673-1085 or email files to [jclavijo@miamibeachfl.gov](mailto:jclavijo@miamibeachfl.gov). The forms will be filed in the building files.

If the event incorporates pyrotechnic displays, then the facility manager or event manager must ensure that a pyrotechnic contractor obtains a permit from the Special Event Coordinator-Fire Department. In addition, FPA Clavijo will consult with the Special Event Coordinator to determine if off-duty firefighters may be required for the event such as pyrotechnics, unusual set up conflicting with approved existing floor plans, vehicles inside rooms, etc.

---

---

  
Sonia Flores Machen, P.E.  
Fire Marshal

9/1/09  
Date Issued

**MIAMI BEACH FIRE PREVENTION DIVISION  
PLAN REVIEW AND INSPECTION GUIDE FOR  
EXHIBITS / EVENTS WITHIN EXISTING ASSEMBLY OCCUPANCIES**

NAME OF EXHIBIT: \_\_\_\_\_ SCHEDULED DATES: From \_\_\_\_\_ To \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ANTICIPATED ATTENDANCE : \_\_\_\_\_  
(maximum number of occupants)

LOCATION(S) (SPECIFY AREAS / ROOMS): \_\_\_\_\_

DETAILED DESCRIPTION OF EVENT:

No.	DESCRIPTION	N/A	YES	NO
1	Have scaled plans for the exhibit been submitted? (NFPA 101-12.7.65.3.11.2: No exposition shall occupy an exposition facility without approved plans)			
2	Is the address clearly shown on the plans?			
3	Have all areas / rooms to be utilized with their intended use been identified on the plans?			
4	Has the maximum anticipated occupancy been shown for each area and the total for all areas combined been provided?			
5	Has the main entrance and all required exits to each area / room been identified and do they provide adequate egress capacity for proposed occupants?			
6	Is the proposed occupancy number equal to or less than the established maximum occupancy for each space / room / area?			
7	Has the clear width and direction of door swing of all exit doors been shown for the calculation of egress capacity?			
8	Do the main entrance doors for each space and the buildings main entrance have adequate egress capacity for 50% of the occupants who entered through these doors?			
9	Do the plans show proper and adequate EXIT signage?			
10	Are there any cables and / or wires (power, data, communication, etc) running across the floor along any means of egress? Tripping hazard.			
11	Are the existing Life Safety System devices related to the space(s) shown? (fire alarm horn/strobes, pull stations, fire extinguishers, fire hose cabinets, EXIT signs and emergency lights, etc.)			
12	Do any of the proposed exhibits or decorations block visibility of and/or access to any of the Life Safety System devices/equipment?			
13	Are the room / area layouts (including: all exhibits, displays, booths, furniture and decorations) clearly shown?			
14	Does the layout show clear egress aisles with sufficient clear width for the required egress?			
15	Do the plans specify the flame spread requirements for all draperies, decorations and materials to be used, as required by NFPA 101 Chapter 10? (Documentation and certifications are to be submitted along with plans and samples available at time of field inspections).			
16	Are all booths and displays free of roofs or coverings that can obstruct the required fire sprinkler coverage?			
17	Have any and all activities or planned events that may result in the disabling/potential malfunction of fire/life safety systems (i.e. use of hazers) or special hazards (i.e. indoor pyrotechnics, anticipated storage, placement of vehicle or boat, etc.) been clearly noted on plans? (All such activities must be pre-approved and disclosed at time of plan submittal or wouldnot be allowed after plan review)			
18	Has the stage and all necessary equipment (amplifiers, speakers, lighting, scaffolding) for live performances, a disc jockey, or band been illustrated on the plans? (Fire department approval is required since these activities may require the installation of a power cut-off switch to sound equipment during Fire Alarm activation or other precautions)			
19	Does the plan indicate the number of required Crowd Managers? (NFPA 101-12.7.6: Assembly Occupancies shall be provided with a minimum of one trained Crowd Manager for every 250 occupants)			
20	Does the plan include the Action Plan for staff / employees during an emergency condition? (NFPA 101-12.7.7.1Employees or attendants of assembly occupancies shall be trained and drilled in the duties they are to perform in case of fire, panic, or other emergency to effect orderly exiting)			
21	Have all materials not on display been stored in a storage room having an enclosure consisting of a smoke barrier having a fire resistance rating of 1 hour and protected by an automatic fire sprinkler system?			

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED ? \_\_\_\_\_ YES / NO