



The following are the basic minimum guidelines and requirements for all Shows, Exhibitions, Special Events and Functions operated within facilities under the jurisdiction of the Massachusetts Port Authority Fire Rescue Department. The information contained herein does not by any means completely cover all of the Rules, Regulations, Ordinances, Codes and Standards of the Port Authority or the State of Massachusetts. Its intended purpose is to cover the basic rules governing exhibits and shows, as well as special events in Port Authority Facilities. No variance or alternate method of compliance will be permitted from these requirements unless a written request is submitted to the Port Authority Fire Department. These requirements are not meant to hinder any of your activities. They will provide necessary guidelines for the safe operation of your event. Every exhibit and special event must comply prior to opening. The Massport Fire Rescue Department wishes you the best success in the event you are sponsoring. If you have any questions pertaining to the requirements outlined in this guide, please feel free to call the Massport Fire Rescue Department Fire Prevention Office at 617-561-3400.

I FLOOR PLAN APPROVAL PROCESS

1. Accurately scaled floor plans of all shows and special events shall be submitted to the Massport Fire Rescue Department and the State Department of Public Safety/Division of Building Inspections at least 30 days prior to the opening of a show or special event. Plans must show and indicate the size and locations of all exit aisles, exit doors, exhibits, show decorator booths, food stands or bars, concessions, registration areas and all other displays. Plans should be submitted as soon as possible to avert unanticipated delays.
2. Plans must be submitted to the Massport Fire Marshall and the State Building Inspector prior to erecting a structure as a display inside an exhibit area. There must be a licensed professional structural engineer's stamp on all plans for enclosed structures, raised floors or platforms, stages, exhibit booths that exceed 12' foot in height, etc... Construction materials used in the construction of any structure, platform, stage, etc... must be of non-combustible fire retardant construction. Construction must be in compliance with all applicable State Building Code Requirements.
3. All booth construction shall be substantial and fixed in position in its specified area for the duration of the show.
4. All plans, drawings, specifications, etc. submitted to the Fire Department and the Building Department must have the Building Management's approval prior to submission for review. Show management is required to construct, operate and maintain the show in accordance with the approved plans and these regulations.
5. Any changes to a previously approved floor plan by either building management or show management must be brought to the attention of both the Fire and Building Department at least 5 days prior to show opening. Changes will be outlined in writing and a revised floor plan reflecting said changes must be submitted for approval.
6. Enclosed tents and or other cloth structures utilized to house an exhibit or event are prohibited from use inside building areas. Covered booths having a cover exceeding 16 square feet,, but not exceeding 200 square feet shall be protected within by a smoke detector which will sound an audible alarm. In addition, a 24 hour security guard or fire detail shall be provided in the exhibit or function area.

7. Booth and or exhibit areas that exceed 750 square feet of space with any type of enclosed perimeter walls will require at least two separate and remote exits, and same must be noted on the floor plan submitted for approval.
8. Ropes/chain stanchion material in use for the queuing of visitors must not be solid at the end of the queuing aisles unless the material is of a breakaway nature. Rope stanchion must not present a trip hazard or obstruction in any type of queue line.
9. Any solid, roof enclosed structure shall be equipped with a smoke detector and or a smoke detection system which will emit an audible alarm outside of the enclosed or covered area. There shall be fire extinguishers in each enclosed area. All enclosed booths constructed within the facility shall provide for the safe exit of occupants. Enclosed booth or covered areas must be properly noted on the submitted floor plan. The fire and/or building official may dictate further fire protection and life safety requirements as he may deem necessary to protect life and property.
10. Shows, exhibits and special functions shall not be permitted to be open to the public until all identifiable hazards have been alleviated and/or addressed. Special restrictions may be required to monitor and control hazardous conditions and or operations not specifically covered by these requirements.
11. Theatrical scenery and/or displays constructed of wood product less than 3/8 inch thickness must be fire retardant and/or fire treated.

II NO SMOKING REGULATIONS

12. No smoking is permitted within exhibit or function areas. No smoking signs shall be posted and maintained in areas designated as non-smoking. Smoking is prohibited during exhibitions, show event set up and show breakdown.

EXCEPTIONS: By authorization of the Fire Department, designated smoking areas may be established by the Fire Marshal. In such cases, there shall be provided at each table, and at other convenient places, suitable non-combustible ashtrays. Discarded smoking materials will not be emptied into trash receptacles. Same must be deposited into covered metal containers and/or be adequately wet down to ensure no ignition hazard exists.

II DECORATIONS, CURTAINS, DRAPES, ETC...

13. All decorative material used in any place of Public Assembly must comply with State Fire Prevention Regulation 527 CMR 21:00. Decorations include, but are not limited to, all materials such as scenery, plastic shields, streamers, cloth, cotton batting, straw, vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers, cardboard and other paper products, as well as signs, banners and acoustical materials.

14. Flammable decorations are prohibited in all Places of Public Assembly. A flammable decoration is defined as any decoration or decorative material that exhibits an afterflame greater than two (2) seconds or an afterglow greater than forty (40) seconds when tested in accordance with the appropriate test methods as outline in State Fire Prevention Regulation 527 CMR 21:00. Materials when tested, must not drip or fall away with exposed flame.
15. All curtains, drapes, table skirts, and/or decoration must be non-combustible or flame proofed. Any merchandise or material attached to drapes or table skirts must be non-combustible or flame proofed. Combustible materials are not to be hung or attached to, or draped over, rear and side divider drapery that has been tested and approved as fire retardant. It will be permissible for exhibitors to display wares on the walls of their booths and to have signs on the walls and tables provided they are reasonable in size and number.
16. Exposed foamed plastic materials and unprotected materials containing foamed plastics used for decorative purposes or scenery shall have a maximum heat release rate of 100kw when tested in accordance with Underwriter Laboratory Standard UL 1975, Standard for Fire Tests For Foamed Plastics Used For Decorative Purposes. Under no circumstances shall cellular or foamed plastics be used as interior wall and/or ceiling finish.
17. Live Christmas trees and wreaths are prohibited from use in Port Authority Facilities.
18. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials can not be made flame retardant and are prohibited from use.
19. Table coverings must be flame retardant unless they lie flat, with an overhang limited to no more than 6 inches.
20. All decorative materials brought into any Port Authority Facility must have same tested by either the Boston Fire Department Chemist Office or the Massachusetts State Police Crime Laboratory/State Fire Marshal's Office. These agencies may be contacted for further testing information as follows:

Commonwealth of Massachusetts
Department of State Police Crime Laboratory/Fabric Testing
59 Horse Pond Road
Sudbury, MA 01776
1-508-358-3100

Boston Fire Department
Fire Prevention Division/Chemist Office
115 South Hampton Street
Boston, MA 02118
1-617-343-3527

21. Certificates of approval and/or permits from the Boston Fire Department, Commonwealth of Massachusetts State Police Crime Laboratory and/or any other recognized Fire Department in the State of Massachusetts are the only acceptable certifications indicating that a decorative material is in compliance with Massachusetts State Fire Prevention Regulations. Appropriate certificates of approval covering decorative material must be in evidence upon request by Fire Department and/or Building Department Officials.

IV FIRE EXTINGUISHERS AND FIRE PROTECTION EQUIPMENT

22. Fire extinguishing equipment and appliances will be determined by the Fire Department and any such equipment must remain visible and unobstructed at all times. No booth, table, or display shall be set up in any way or manner so as to block or restrict immediate access to any fire protection equipment. Clear access must be maintained to all fire extinguishers, fire alarm pull stations, fire standpipe hose valves, sprinkler valves, fire pump equipment room, etc...
23. Fire extinguisher locations are to be properly marked/identified at all times.
24. The use of any type of open flames, burning, or smoke-emitting materials, and/or any type of pyrotechnic material and/or devices as part of an act, display, exhibit or show is strictly prohibited. This includes but is not limited to, the prohibition of candles, lanterns, torches, heaters, heat producing appliances with glowing elements, etc...
25. The use of artificial smoke generating machines is prohibited.
26. No hazardous display of any nature shall be permitted in any exhibition or function area. Regarding this matter, any material, substance, equipment or object which may endanger life or cause bodily injury and/or property damage to the facility is prohibited.
27. No poisonous gases or poison products are to be brought into any exhibit or function area.
28. Combustible liquids used in any exhibit or display area must be approved by the Fire Department. A special permit for same will be required. All combustible liquids shall be stored in underwriter Laboratory approved safety cabinets and be dispensed if necessary, from only Underwriter Laboratory approved safety cans.
29. Aerosol cans utilizing a flammable propellant are restricted to a maximum of 12 cans in any given booth area.
30. Materials utilized for cleaning purposes must not be flammable in nature. The use of acetone, mineral spirits, linseed oil, solvents, thinners, etc. are prohibited from use.

31. No spray painting and/or the spraying of any type of product utilizing flammable and/or combustible liquids, propellants, etc... is permitted in the building area.
32. During trade show exhibits, if the storage of contaminated rags or cleaning cloths is a necessity due to the nature of the exhibit, then rags, wiping cloths, etc... are to be stored in a self-closing metal container that has been approved for such use by Underwriters Laboratory. Contaminated rags, wiping cloths, etc... shall be removed from the building on a daily basis before the end of such exhibit or function and be disposed of in accordance with appropriate regulations.
33. The use, display, and or storage of any flammable gas, flammable liquid, or flammable solid is prohibited in the building. This includes the use and demonstration of any product or equipment utilizing any of the above flammable products.

V GOOD HOUSEKEEPING PRACTICES

34. Good housekeeping practices are to be maintained at all times.
35. Literature on display shall be limited to reasonable quantities, with no more than a one (1) day supply in the booth area. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
36. Combustible packing cases, cartons, boxes, etc... shall not be stored behind or between exhibit booths, behind drapery material, or under tables.
37. Tables, boxes, etc... will not be permitted to be stored on top of any electrical cords or electrical connections or equipment.
38. The storage of combustible shipping containers, crates, etc... must be confined to areas approved by the Fire Department, and the same must be stored in a manner and quantity that is acceptable to the Fire Marshal.
39. The use and storage of hay and/or straw for decorative use is permitted provided material is fire retardant and is stored and maintained in a manner that is acceptable to the Fire Department.
40. Sawdust and any other type of combustible shavings shall be maintained flame proof at all times, and be kept free from ignition and accumulation within exhibit areas.
41. Combustible waste, trash, debris, packing materials, etc... shall be collected as it accumulates and be properly disposed of in approved waste containers such as

covered dumpsters, metal barrels with covers, etc... Combustible waste and debris must be removed from building prior to becoming a fire hazard. Same must not be permitted to accumulate outside of waste containers, and/or be stored or piled on the loading docks, against the outside building areas, etc...

42. Show management will assume responsibility for daily and adequate janitorial and trash/debris removal service and be further responsible to advise all exhibitors that booth and display areas will be cleaned and kept free of all combustible debris at all times.
43. Fire loading within exhibit or function hall areas is to be kept to a minimum and be acceptable to the Fire Marshal. If deemed necessary by the Fire Marshal, additional fire extinguishing equipment may be required.
44. All appropriate Local, State and Federal Guidelines shall be followed regarding the disposal of any and all hazardous waste materials.

VI FOOD PREPARATION/DEMONSTRATION

45. Food service preparation in places of Public Assembly is typically restricted by code to food service kitchen areas. In the absence of same, the reheating and preparation of food products within exhibitor and function areas is strictly regulated by the Fire Department and is restricted to reheating of previously prepared food items. Essentially, food may be prepared and reheated utilizing appliances approved by the Fire Department. The Fire Department may exercise its right to assign additional fire detail personnel if cooking is considered excessive and/or could possibly jeopardize public safety.
46. The following types of cooking appliances are prohibited from use:
 - ◆ camp stoves
 - ◆ open flame cooking appliances
 - ◆ fryolators and deep fat fryers
 - ◆ hot plates with glowing elements
 - ◆ pressure cookers without built in safety device
47. The following types of cooking appliances are typically approved for use:
 - ◆ toasters ovens on low setting
 - ◆ low temperature hot plates without glowing elements
 - ◆ microwave and convection ovens
 - ◆ electric fry pans
 - ◆ crock pots
48. All commercial type cooking appliances shall be installed and be equipped with approved ventilation hoods and approved automatic fire extinguishing systems. All other cooking appliances shall have adequate separation from combustible

materials by appropriate spacing and if necessary shall have non combustible shielding devices acceptable to the Fire Department.

49. The use of any type of salamander stove is prohibited.
50. The use of deep fat fryers/fryolaters is prohibited.
51. Any cooking demonstration exhibiting reasonable amounts of steam, smoke or products of combustion is prohibited.
52. Any and all cooking demonstration areas must have a readily available, properly serviced fire extinguisher in the booth/display area. Any vendor or exhibitor conducting any type of cooking demonstration is responsible to have his or her own fire extinguisher.
53. Any and all cooking appliances approved for use must be operated on low heat settings. Cooking appliances exhibiting any type of open flame or glowing elements are prohibited. All electrical cooking appliances and devices shall be turned off and disconnected from the power source at the end of each day.

VII ELECTRICAL WIRING AND EQUIPMENT

54. The installation of all electrical wiring and equipment must be accomplished in full compliance with the Massachusetts State Electrical Code. This includes both wiring and equipment for permanent and temporary installation. All electrical equipment must be installed, operated and maintained in a manner which does not create a hazard to life or property.
55. All electrical equipment utilized in any booth, exhibit, display, or function area must be approved by Underwriters Laboratories and be used in accordance with the manufacturer's specifications.
56. Ground fault circuiting interruption devices must be utilized on all booths, displays, exhibits, etc... that involve or are in close proximity to water and/or other liquid products.
57. Electrical wiring laid across floor areas must be protected against damage by acceptable covers that are in compliance with the Electrical Code.
58. Electrical wiring must not present a trip hazard in any aisle or exhibit area.
59. Spot lights, light bulbs, etc... are to be protected against damage and must be positioned in such a manner so as to prevent contact with any combustible material.
60. No storage is permitted on top of electrical cords and/or any electrical operated equipment.

61. Only clamp-on types of portable spotlights are authorized, with porcelain base and metal guards. Use of ceramic porcelain or molded composition type neck shell is the only type approved for use. On-off switches are usually located in the neck of the fixture. Where it is possible that any spotlight or lamp is subject to physical damage, damp places, or is in close proximity to combustibles, then the fixture shall be equipped with a substantial guard attached to the lamp holder or handle.
62. Projection equipment utilizing electric arcs or xenon bulbs for illumination are prohibited from use. Only approved safety film is permissible for use in any Port Authority Facility.

VIII COMPRESSED GAS CYLINDERS/INDUSTRIAL GASES

63. Compressed gas cylinders shall be limited to helium and other non-flammable gases as authorized by the Fire Department. All compressed gas cylinders shall be firmly secured in place in an upright position. Cylinders are to be secured with chain or other approved means to prevent accidental tipping or falling over. Rope, twine, plastic, etc... will not be approved for securing cylinders in place. When not in use, protective cylinder caps are to be in place at all times. Only one cylinder will be permitted within a single booth or display area.
64. The use of welding equipment and/or torch cutting equipment is strictly prohibited from use in any exhibit or function area.
65. The use of any natural gas fired appliance within an exhibit or function area must use a fuel gas source supplied by the building. Natural gas fueled appliances must be installed, maintained and operated in accordance with the State Fuel Gas and Plumbing Code. The gas installation itself must be approved by the Local State Gas Inspector having Jurisdiction, as well as the Building Inspector and Fire Marshal. In addition to the above, additional fire extinguishing equipment and appliances may be required, as well as the presence of a Fire Department Detail Officer.

IX EXITS AND EXITING ACCESS

66. Exit aisles and corridors within the facility are to be free and clear of obstructions at all times. Exiting is not to be obstructed by display booths, chairs, easel signs, drapes, curtains, decorations or any similar obstruction.
67. Dead end corridors/aisles longer than 20 feet are prohibited in any place of public assembly.
68. Exit and directional signage must be installed and maintained as required by the State Building Code and other applicable Life Safety Codes.
69. Exit signage must function properly, shall be clearly visible at all times and will not be covered and/or obstructed by drapes, signage, banners, displays or other similar

obstructions.

70. All exit doors serving any occupied area of the building must remain unlocked, unobstructed, and be maintained in proper operating condition. Exit access to exit doors must not be obstructed or blocked by display booths, vendor carts, chairs, tables, easels, drapes, etc...
71. Exit doors will not be blocked or obstructed from outside the building area by vehicles parked in front of doorways, barricades placed across sidewalks, street vending carts, ropes, stanchions, or other similar obstructions.
72. Booths, concessions, vendors, etc... are prohibited in exit aisles, exit corridors, lobbies, etc...

X FIRE ALARM/LIFE SAFETY SYSTEMS

73. Ceiling mounted smoke exhaust and make up air circulation fans for building smoke exhaust systems are to be free and clear of all obstructions at all times. In addition to the above, banners, flags, signs, etc... must not obstruct or hinder air flow in the vicinity of these life safety systems.
74. No flashing red beacons similar to those associated with fire alarm evacuation lights are to be used within an exhibit or function area.
75. Any booth, exhibit, or display area that requires automatic smoke detection and/or any other type of fire detection/fire alarm equipment must utilize Underwriter Laboratory Approved Devices that are acceptable for use by the Fire and Building Departments.

XI FIRE LANES AND FIRE ACCESS

76. No vehicles, vendor carts, etc... shall be parked in any fire lane around building areas. Vehicles must not block or restrict access to fire hydrants, fire department sprinkler connections, fire alarm pull boxes, etc... In addition to the above, vehicles will not be left unattended in front of exit doors that discharge to the exterior.
77. The drive on ramps servicing building areas must have a minimum 20 foot aisle space at all times to allow access for emergency equipment. Vehicles will not be left unattended in these areas. There will be no access to the drive on ramps during event or show hours.

XII PUBLIC DISPLAY OF MOTOR BOATS AND FUEL POWERED VESSELS ON DISPLAY IN PUBLIC ASSEMBLY OCCUPANCIES.

78. The following are the minimum fire safety requirements for motor boats and pleasure craft in any exhibit or function area.
 - A. Fuel tanks shall be completely empty.

B. Fuel tanks shall be locked and/or effectively sealed off to prevent escape of vapors and to prevent tampering with the same.

C. Fuel tank vents must be closed or sealed off to prevent inadvertent escape of vapor.

D. Battery cables shall be disconnected from the ignition system. Disconnected battery cables must be covered with electrical tape or other suitable insulating material.

E. Boats and/or pleasure craft that have been in use prior to entering the exhibit area Must be free of any LP-gas cylinders and/or stove alcohol, kerosene, etc. that may be utilized for cooking supplies. Prior to entering the facility, each vessel shall be inspected by Show Management Personnel to check for any hazardous materials or conditions that may exist.

XIII PUBLIC DISPLAY OF MOTOR VEHICLES IN PUBLIC ASSEMBLY OCCUPANCIES

79. The following are the minimum fire safety requirements for public display of motor vehicles in any exhibit or function area.

A. A minimum amount of fuel is permissible for vehicle positioning. Fuel quantity must not exceed one (1) gallon.

B. Fuel tank covers for the fuel tank fill pipes shall be of locking type and remain locked at all times. If it is not practical to attach a locking cap, then the fuel tank fill cap must be sealed in an approved manner to prevent the escape of vapors of the tampering of the same.

C. The vehicle electrical system shall be de-energized by removing the battery or by disconnecting the battery cables and covering them with electrical tape or other insulating material.

D. Vehicles shall not be moved or started during show hours. After show hours, vehicles may only be started with the authorization of building management. Starting of a vehicle's engine within an exhibition area can result in inadvertent false fire alarms due to activation of a building's smoke detection system.

E. Ignition keys are to be removed from vehicles and remain available at the display location.

F. The vehicle shall be located in the exhibit area so as not to restrict or obstruct any required aisle or exitway.

G. The fueling or defueling of vehicles is strictly prohibited inside the building, or on Port Authority Property.

H. If necessary, precautions may be required to prevent vehicles from rolling. In addition, drip pans may be required under vehicles if any type of product leak is obvious or anticipated.

80. Compressed natural gas vehicles must have a minimum amount of fuel on board with no more than a 1/2 tank of product. Individual tank isolation valves must be closed once the vehicle has been propositioned. Batteries must be secured in a similar manner as with gasoline or diesel powered vehicles. CNG fuel operated vehicles must have appropriate CNG identification decals as required by State Fire Prevention Regulations.
81. Electrical/battery powered vehicles must not recharge batteries during show hours. Battery charging operations after hours is permissible provided appropriate measures are taken to prevent the build up of explosive gases in the battery charging area.
82. High performance powered vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and/or secured to prevent tampering with.
83. Garden tractors, lawnmowers, generators, chain saws, power plants, and other types of petroleum fuel-operated power tools, appliances, vehicles and equipment shall be secured and safeguarded in a similar manner as noted above.

XIV GENERAL INFORMATION

84. Additional conditions and/or precautions may be required by the Fire Marshal, when in his opinion, they are necessary in the interest of Public Safety.
85. The Fire Department may exercise its right to assign paid Fire Department Detail Officers to any function, exhibit, or special event in any Port Authority Facility. Fire details will be assigned by the Fire Chief and/or his Designee to ensure both Life and Property are properly protected, and that the Fire Prevention Regulations of the Commonwealth of Massachusetts are adhered to and complied with at all times.
86. The occupant capacity of each facility is clearly noted in the Certificate of Occupancy issued by the Commonwealth of Massachusetts Department of Public Safety. Show management and/or Building Management shall not admit into any portion of the facility, a larger or greater number of occupants than the facility can safely accommodate and/or as noted in the Certificate of Occupancy.

