

**RULES OF THE FIRE MARSHAL FOR  
NEW JERSEY CONVENTION & EXPOSITION HALL  
AT RARITAN CENTER, EDISON, NJ 08837**

Revised: January 29<sup>th</sup>, 2019

**1. NO SMOKING ANNOUNCEMENTS**

The center shall make announcements regarding the NO SMOKING condition requirements every 30 minutes.

**2. OCCUPANT LOAD**

Separate approved occupant loads shall be clearly posted in the lobby and exhibit hall for each event at the center.

**3. OVERCROWDING**

The center shall submit for approval an occupant control plan for each event, and said plan must show how a count of persons in the building will be available at any time the center is open for events. Regardless of said count, the Fire Marshal or his/her designee has the right, if in his/her opinion the building is overcrowded, to correct as needed.

**4. SITE CONDITIONS**

Tents or similar temporary structures which are either directly connected to the building or which impede fire zones or fire lanes, or which reduce designated parking spaces, shall be prohibited.

**5. EMERGENCY RESPONSE PLAN**

The center shall submit for approval a plan which details how fire and first aid emergencies will be handled at the center. The plan shall include information on how an emergency will be reported from any point in the building, how that location will be clearly identified, who will transmit the alarm to the fire/police department, and the method of communicating said alarm information.

**6. FIRE/EMERGENCY EVACUATION PLAN**

The center shall submit for approval a plan which details building evacuation procedures at the beginning of each year.

**7. LOBBY**

The lobby shall not be used for displays or exhibits unless specifically approved by the Fire Marshal. Lobby maximum occupant load shall be strictly enforced as posted.

**8. CONFERENCE CENTER**

The maximum occupancy load(s) shall be strictly enforced as posted.

**9. CONVENTION HALL**

The convention hall maximum occupant load shall be strictly enforced as posted.

**10. GENERAL**

*Exit* - Exits shall not be blocked, locked, covered, hidden or obstructed in any way, including the use of yellow caution security tape. The exterior portion of all exits must be cleared of any storage or other materials to prevent egress obstructions. Prior to any

seminar, speech, class, or talk, all speakers are to announce exit locations to guests before the lecture begins.

*Aisles* - All exit aisles shall comply with the requirement of a minimum width of ten (10) feet, and there shall be no storage, seating, display or similar obstruction in or upon any aisle or exit way.

- Egress aisles shall not be obstructed during any show or event by support columns unless a **twelve (12) foot** aisle is provided.

*Curtains* - The use of curtains to divide the center into different occupancies shall be allowed with prior approval of the Fire Marshal. All curtains must have fire rating with test report on file and copy submitted with show plan. Test reports shall also be submitted for any other combustible interior finishes such as wooden **partitions** and stages. Supplemental exit signs shall be supplied and shall be placed in locations approved by the fire inspector. At no time shall spray treating of materials take place on the premises unless it is being conducted by a licensed company. The Fire Marshal or a Deputy Fire Marshal shall be on site during treatment of all materials. Civilian application of fire retardant spray is strictly prohibited.

*Open Flame* - The use of open flames, including candles, shall be prohibited unless specifically approved by the Fire Marshal. In the event that open flame is allowed a fire permit must be filled out with the Fire Marshal's office.

*Fire Alarm Pull Stations and Fire Extinguishers* - Fire alarm pull stations and fire extinguishers shall not be blocked, covered, hidden or obstructed in any way.

*Explosives* - Explosives, including pyrotechnic displays, are **strictly** prohibited in the center.

*Fuels* - Fuels, including gasoline, propane and other solid, liquid or gas fuels shall be prohibited in the center unless specifically approved by the Fire Marshal.

Fuel Powered Vehicles:

Non-Marine vehicles for indoor display, including recreational vehicles

- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Batteries shall be disconnected and terminals insulated.
- Fuel in fuel tanks shall not exceed ¼ tank or 5 gallons (whichever is less).
- Vehicle shall not be fueled or **defueled** in the building.

Marine vehicles for indoor display

- Fuel tanks shall be empty and purged before being brought into the building.
- Batteries shall be disconnected and terminals insulated.
- Boats or other motor craft shall not be fueled or **defueled** in the building.

Liquid propane gas (LP Gas) fueled vehicles for indoor display

- All vehicles utilizing LP Gas shall comply with NFPA 58 standards 2017 edition (12.14.2) or most current addition.
- **Fuel shall not exceed more** than 50% of fuel capacity or 10 gallons, whichever is less.
- All manual shutoff valves shall be in the closed position.
- **Batteries shall be disconnected and terminals insulated.**
- There will be **absolutely no open flame permitted** inside the expo center when LP gas fueled vehicles are on display.

*Trailers* - Trailers or other temporary structures shall be prohibited in the center unless specifically approved by the Fire Marshal. When permitted proper fire protected shall be provided with the approval of the Fire Marshal.

*Electrical Equipment, Wiring and Hazards*- All electrical wiring, devices, appliances and other equipment shall be maintained in accordance with the provisions of the electrical sub-code of the Uniform Construction Code and The Uniform Fire Code.

All Electrical equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc.

*Extension Cords* – Only UL Listed three-wire cord 14 gauge minimum with a three-prong (grounded) end caps will be permitted. A maximum run of 25 feet will be permitted. A single cord must be plugged directly into an electrical outlet and end at the appliance, lighting equipment, or equipment requiring electrical power. The use of multiple cords is prohibited. No Exceptions. Overloading of electrical circuits is prohibited.

*Power Taps / Power Strips* - Exhibitors requiring multiple outlets must utilize approved UL listed power strips plugged directly into an electrical outlet. Power strips shall be polarized or grounded type equipped with over current protection and shall be listed in accordance with UL 1363. The use of multiple power strips is prohibited. No exceptions. Overloading of electrical circuits is prohibited. Multi-plug adaptors, such as cube adaptors, unfused plug strips or any other device not complying with the electrical sub-code of the Uniform Construction Code shall be prohibited.

*Cooking Operations* – The Fire Marshal must be notified of all cooking operations inside and out of the center. All vendors must have dedicated fire extinguishers within their booths. As the use of propane fueled appliances is strictly forbidden inside the center, any vendor utilizing it outside will require additional permits. Any cooking operations conducted which produce grease laden vapors must be conducted under an approved exhaust system with tested suppression system. Any variations to this must be approved prior to the event by the Fire Marshal.

*Obstructions to Sprinkler Systems*- Temporary structures erected for any event which obstruct the sprinkler system must be approved by the Fire Marshal prior to the start of the event. Structures erected without prior approval will be removed from the event. These obstructions include but are not limited to tents, overhangs, display roofs, ect.

#### *Pop-Up Displays*

Pop-Up Tents shall be permitted inside the building during an event provided the following requirements are met:

- The size of the canopy must not exceed 10 feet by 10 feet.
- No electrical will be used underneath the tent at anytime unless the material contains either a manufacturer flame resistance tag sewn in the material, a California Compliant Flame Retardant Certificate, or be compliant with NFPA code 701.
- A fire extinguisher must be present inside the booth at all times during the event.
- If the fabric material is removed from the top of the structure then lighting or other electrical components are allowed if compliant with the *Electrical Equipment, Wiring and Hazards* section of the rules.

-A separation distance may be imposed between displays in **when required by the Fire Marshal.**

-All pop-ups larger than 10x10 must be brought to the Fire Marshals attention no less than 72 hours prior to the show opening.

-These rules are subject to change at the Fire Marshals discretion while conducting the permit inspection for the show.

## **11. NJ FIRE SAFETY PERMITS**

Each event at the center shall obtain a required state fire safety permit from the Fire Marshal prior to the start of the event.

## **12. EVENT PLANS**

Every main hall event at the center shall require approval by the Fire Marshal. No main hall event shall take place without a stamped approved floor plan. No changes shall be made **to any previously approved floor plans unless** specifically permitted by the Fire Marshal. Floor plans and support information shall be submitted not less than 20 working days prior to the start of each event. In the case of any last minute shows or changes to floor plans, all information must be approved by the convention center representative first. **All floor plans must be drawn to scale or shall be immediately rejected by the Edison Fire Marshal's Office.** The representative will then contact the Fire Marshal or Deputy Fire Marshal for approval of any alterations to the floor plan.

In addition to other information required by the Fire Marshal, each plan shall include:

- A brief description of the events activities
- Exits
- Aisles
- Exit signs
- Emergency lights
- Fire alarm pull stations
- Fire extinguishers
- Point of contacts - phone numbers shall be submitted for promoter and all vendors
- Drapes/curtains - materials type and flameproof certificates
- Booths - locations, heights, construction type, and maximum number of persons staffing each booth
- Event dates and hours, and whether or not it is open to the public; include event set-up and take-down dates and hours
- Unusual conditions which may present a fire/safety hazard, i.e. combustible organic material, fire watch may be required.
- Square footage of assembly use space (theater seating/tables and chairs) to allow for proper Occupant load to be calculated by inspector. Must be submitted not less than 20 working days prior to the start of event.

## **13. FIRE WATCH**

When in the opinion of the Fire Chief/Marshal that fire safety may be a factor by virtue of occupancy load or products for events being used in the center, the Fire Chief/Marshal shall require an active certified fire inspector from the Edison Division of Fire. **Privately contracted safety officials may suffice under certain circumstances.** The center shall contact the Fire Prevention Bureau to make such arrangements.

Events will be subject to all provisions of the NJ Fire Code. The above referenced rules are a guide to assist the New Jersey Convention and Exposition Hall with event planning. The fire Marshal or his designee shall give the final approval for all events. Permits and approvals issued by the Fire Marshal shall not relieve the center and event operators from responsibility to obtain other permits and approvals required by law, nor shall it constitute relief from restrictions which may have been imposed on the premises by other agencies.

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Timothy Langan  
Acting Fire Marshal

Date

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Gene Rurka  
Director of Operations

Date

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Tricia Coyle  
Event Manager

Date