



**MASSACHUSETTS  
CONVENTION CENTER  
AUTHORITY**

## **Overall Fire Safety Regulations**

Floor plans, exhibits, and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The 8th edition of the Base Code is comprised of the International Building Code 2009 (IBC) and the Massachusetts Amendments to the IBC, effective August 2010, and subsequent amendments.

The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS and the City of Boston Fire Department (BFD) provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly and if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview, the MCCA Public Safety Department reserve the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

If you have questions on regulations or fire codes please contact the MCCA Public Safety Department, 617-954-2222.

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### **Cables**

Cables (telephone, Internet, electrical, audio, video, etc.) are not permitted to run in front of any doorway or attendee egress path at any time. If cables must cross a doorway or attendee egress path, cables must be flown; cable trays are not an acceptable substitute.

### **Candles**

Candles are permitted for dining setting for the ballroom and exhibit halls so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles are permitted on tables only. Candles may not be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles may not be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use.

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If you have questions on regulations or fire codes please  
contact the MCCA Public Safety Department at 617-954-2222.

## Caution Tape

Use of “Caution Tape” by events or exhibitors is prohibited. Yellow or red plastic tape with black stripes, or printed with “Caution”, “Do Not Enter” or other similar warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor or in limited quantities from MCCA Event Services.

## Cooking Demonstrations

If cooking or heating appliances will be used the Authority prefers they are powered by electricity, using UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the facility is limited to two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister is attached to the cooking device and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the Authority’s exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

- 1) Have lids available for immediate use
- 2) Be limited to 288 sq. in. (.19 sq. m) of cooking surface
- 3) Be placed on noncombustible surface materials
- 4) Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm).
  - a. Multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
- 5) Kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material
- 6) Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils, or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## Booth Staging

- 1) In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:
  - a. Boxed or loose product, materials or literature.
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats.
- 2) The following restrictions must be observed when staging these additional items:
  - a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.

- c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

### **Exhibit Hall Life Safety Equipment**

BCEC - Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls in the BCEC. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant.

Hynes - Fire extinguishers and Fire hoses are located on the perimeter walls of exhibit hall of the Hynes.

General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers and hose cabinets.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and automated external defibrillators (AEDs) are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

### **Fire Safety Limitations**

The following limitations apply to all exhibits located in the exhibition halls:

- 1) The following items are fire-hazards and are prohibited for use:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. (*See Cooking Demonstrations*)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
- 2) Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
- 3) The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains, and rigged signage, product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.

- c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.
  - g. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - h. b. Combustible materials,  $\frac{3}{8}$  inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - i. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
- 4) Open flame devices may be permitted when they are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.
  - 5) The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
  - 6) Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
  - 7) Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
  - 8) Exhibitors shall move, remove, or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

### **Flame-Retardant Treated Materials**

The following rules apply regarding flame-retardant treatments:

- 1) All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Massachusetts Department of Public Safety.
- 2) Combustible materials,  $\frac{3}{8}$  inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
- 3) The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
- 4) Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- 5) All materials must be certified by the DPS within six (6) months of the event. The DPS does not accept certificates from other jurisdictions. Please contact the MCCA Public Safety department for information for material testing.
- 6) The City of Boston Fire Code prohibits the use of:
  - a. Fabric attached to a ceiling or used to cover any portion of an exhibit.
  - b. Carpet on ceilings, walls, seating products, or as decorative material.

### **Fog or Haze machines**

The MCCA Public Safety Department must approve the use of a fogging or haze machines or similar equipment. Use is limited to event-related activities. Authorized areas are the ballroom(s), and exhibit hall(s) utilized for general sessions and special events. The use of fogging or haze equipment by an individual within the exhibit hall display area or meeting rooms is prohibited.

The use of fogging equipment requires a permit from the Boston Fire Department, (617) 343-3443. A fire fighter detail is required for rehearsal time as well as the event wherever the equipment is utilized. The number of fire fighters on detail is determined by the MCCA Public Safety Department in conjunction with the Boston Fire Department. It is the responsibility of the Licensee to obtain the necessary permits through the Special Hazards Division at the Boston Fire Department.

Contact the MCCA Public Safety Department at 617-954-2222 for assistance in applying for the permit.

### **Guardrails and Stairs**

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid material such that a sphere with a four (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

### **Lasers**

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health. <http://www.mass.gov/eohhs/gov/departments/dph/programs/environmental-health/exposure-topics/radiation/public-health-regulations-radiation-control.html>.

### **Lights**

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights, are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## Means of Egress

- 1) The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters)
- 2) There shall be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors.
- 3) Exits shall be so located and exit access shall be so arranged that exits are readily accessible at all times.
- 4) Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles, or corridors leading directly to every exit shall be maintained and shall be so arranged as to provide access for each occupant to at least two exits by separate ways of travel.
- 5) Where more than one exit is required, exits shall be remotely located from each other and so arranged and constructed as to minimize any possibility that more than one may be blocked by any one fire or other emergency condition.
- 6) At no time shall an exit door or exit access door, be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.
7. During certain events the total occupancy of larger meeting rooms and the ballrooms meeting room room(s) being used may not require all the exit capacity provided for that area. In these cases a special review will be done on the request to close some of the exit doors. An explanation along with detailed drawings showing these doors shall be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

## Minimum Seating Aisles

Classroom	63" (44"+19")
Banquet	82" (19"+44"+19") (edge-of-table to edge-of-table)
General session (Ball Room)	72"
General session (Meeting Room)	44"
General session (Exhibit Hall)	72"

- 1) Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.
- 2) Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 but shall not be required to exceed 22 inches. To avoid having to do precise measurements for each additional chair, refer to the Minimum Aisle Accessway table below.
- 3) Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Minimum Aisle Accessway table below.
- 4) Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with the below Minimum Aisle Accessway Table.

**Minimum Aisle Accessway Table**

Classroom	43" (19"+24") (edge-of-table to edge-of-table)
Banquet	62" (19"+24"+19") (edge-of-table to edge-of-table)
General session	0 – 15 chairs    12.5"
16-20 chairs	14"
21-25 chairs	15.5"
26-30 chairs	17"
31-35 chairs	18.5"
36-40 chairs	20"
41-45 chairs	21.5"
46-100 chairs	22"
General Session Dead-end *	7 per row 12"
General Session Dead-end *	> 7 per row 12"+ 0.6" each chair

\* Dead-end rows may not exceed 30 feet

**Multi-Level Booths and Ceilings/Canopies****A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended certifications of flame retardant treatments be available at show site to avoid on site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development - Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

## **B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level (regardless the size) must be authorized by the show management before being reviewed by the MCCA Engineering and Maintenance Division and MCCA Public Safety Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted a minimum of 90 days before the move in date of the event and must adhere to the following:
  - a. Be scaled, signed and dated by a registered architect or professional engineer.
  - b. Indicate the show name and dates.
  - c. Indicate exhibitor's name and assigned booth number.
  - d. Indicate directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. Indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. Provide connection details for the elevated floor, stairs, permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. Include floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads) establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended certifications of flame retardant treatments are available at show site.
- 3) Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
- 4) If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
- 5) Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- 6) Exhibitor must install a single station and batteries operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions.



- 7) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

### C. Automatic Fire Extinguishing System

- 1) The following shall be protected by an automatic extinguishing system
  - a. Any home or house constructed within the exhibit hall must be protected by an automatic fire sprinkler system, also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.
  - b. The lowest level of a multi-level exhibit, regardless of size and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
    - i. Exception - Exhibitors installing the below approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system –
      1. A flame retardant material with a fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening.
      2. A flame retardant open mesh material with a minimum 70% opening.
      3. Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems*, shall not be considered ceilings within the context of this section.
      4. Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors. (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
- 2) The system may be connected to the Convention Center’s domestic water system. The Convention Center maintains a list of approved State licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. {ADD LINK TO VENDORS} The vendor must submit a sprinkle coverage plan to the MCCA Engineering & Maintenance Department for approval.
- 3) To order a plumbing connection for the sprinkler system before you arrive by clicking on the “[Exhibitor Online Ordering](#)” link from the main [MCCA Webpage](#).
- 4) Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer’s instructions.
- 5) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

## D. Fire Code Compliance

Type 1	Exhibits with two stories under 300 square feet and less than 10 occupants
Type 2	Exhibits with two stories over 300 square feet or more than 10 occupants
Type 3	Exhibits with covering under 300 square feet
Type 4	Exhibits with covering at or over 300 square feet

	Type 1	Type 2	Type 3	Type 4
Maximum Dimensions	Yes	Yes	Yes	Yes
Second Level	Yes	Yes	-	-
Exit Stairways	Yes	Yes	-	-
Smoke Detector	Yes	Yes	Yes	Yes
Posted Occupancy	Yes	Yes	No	No
Fire Extinguishers	Yes	Yes	Yes	Yes
Extinguishing System	Yes	Yes	No	Yes *
Stamped Plan Review	Yes	Yes	No	No
Public Safety Review	Yes	Yes	No	Yes

\* - See Paragraph C) 1.b.i. for alternative materials to avoid the need for a extinguishing system

### Smoking

The MCCA smoking policy prohibits smoking of any kind inside or on the grounds of all buildings owned, occupied or under control of the MCCA. E-cigarettes fall under that policy and are not allowed except in the designated smoking areas.

All those attending public and private events, such as conferences, conventions, meetings, public hearing, using MCCA facilities shall be required to abide by the “No Smoking” policy; organizers shall communicate this policy to attendees, contractors and exhibitors and shall enforce the policy.

### Vehicles and Other Motorized Equipment

Vehicles that are to be brought into the building must be pre-approved by your Event Services Manager, and all requirements made under that agreement must be followed. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Special permission by your Event Services Manager is required to place vehicles in public and common areas inside the facility. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the MCCA Public Safety Department.

Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine, such as, but not limited to; automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft, and lawnmowers.

Motorized vehicles shall:

- 1) Be equipped with a locking (or taped) gas cap to prevent the escape of vapors.
- 2) Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    1. Recreational vehicles (RVs) may have up to ¼ tank of fuel
    2. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight ®
- 3) Have at least one (1) battery cable used to start the engine disconnected and the end of the disconnected battery cable taped. It is preferred that the positive or “hot” cable be disconnected.
- 4) Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
- 5) Fueling or defueling of vehicles on MCCA property is prohibited.