

New Orleans Fire Department
317 Decatur St. N.O. LA



Fire Prevention Division
(504)658-4770 fax(504)565-7851

ENCLOSED MULTI-LEVEL FLOOR PLAN REPORTING FORM

All exhibitors utilizing a multiple-level booth or a booth containing an enclosed area must **submit** this form with a floor plan.

Exhibiting Company _____

Address _____ City / State / Zip _____

Contact Person _____

Phone No. _____ Fax No. _____

Booth Number _____ Booth Dimensions _____ x _____ = _____ sq. ft.

Type of Booth: ___ Peninsula ___ Island

Height of tallest piece of display material or equipment _____.

Occupancy limit for enclosed area or second level _____ people.

Square footage of enclosed area or second level _____ sq. ft.

Number of exits _____.

Number of smoke detectors _____.

Number and type of fire extinguisher(s) _____.

VERY IMPORTANT: Attach a copy of the floor plan with a professional engineers stamp of certification to this form.

Submit this form with floor plans to:

Mark Kaufman
Public Safety Director
900 Convention Center Blvd
New Orleans, La. 70130
Phone: 504-582-3050 ext. 2015
[Email: mkaufman@mccno.com](mailto:mkaufman@mccno.com)

AND

Inspector Tom St. Germain
New Orleans Fire Department
317 Decatur St.
New Orleans, La. 70130