

## Event Services

# Multi-Level and Covered Booths

This information is provided as a general guideline of the policies pertaining to the installation of a multi-level or covered booth. These regulations are described in the National Fire Protection Act (Section 12.7.4.3.7), as applied by the Seattle Fire Department, as well as in the Seattle Building Code and Convention Center Policy. Facility clients, exhibit managers, show decorators, and/or general service contractors are responsible for ensuring that all exhibitors are aware of and comply with these regulations. The review process for covered or multi-level booths should be started early to ensure approval before the start of the show. Please contact your Seattle Convention Center (SCC) Event Manager (EM) if you have questions regarding this information or the overall process. Call 206-694-5000 and ask to speak to the EM assigned to your event.

## Definitions

- An exhibit that has a second level or tier constructed on top of the exhibit or portion of the exhibit, is accessed by stairs, and can be occupied by persons is considered a multi-level booth.
- A booth that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, Moss fabric, etc.).

## Multi-Level and Covered Booths of 100 Square Feet to 300 Square Feet

- Booth plan must be reviewed and approved by the Fire Marshal at least three months in advance.
- Minimum of one “2A 10BC” rated fire extinguisher must be placed within the covered area.
- A smoke detector must be placed at the highest point of each covered area.
- There must be a means of turning off electrical power to the booth during non-show hours.
- See also multi-level booth information below.

## Multi-Level and Covered Booths of 301 Square Feet and More

- In addition to the above requirements, the following will apply:
- A minimum of six months lead-time may be required for the approval process.
- An approved temporary automatic fire suppression sprinkler system must be installed by a SCC approved vendor.
- The following information needs to be provided to the Fire Department Engineer:
  - Name and contact information for the licensed qualified sprinkler contractor.
  - Engineer-certified plans of the sprinkler head locations, pipe sizes and flow calculations.
  - The exhibitor is allowed to select the qualified provider of their choice to design and install their in-booth sprinkler system.
  - SCC’s selected life safety system contractor must connect the booth system to the facility’s life safety system. Please contact your EM for an estimate of charges.

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### ALL Multi-Level Booths of Any Square Footage

A Temporary Structure Permit must be obtained from the City of Seattle.

The following information needs to be submitted at least three months in advance:

- Completed permit application form and associated fees
- Two sets of stamped engineering drawings for city review
- Letter of Structural Integrity
- An onsite field inspection of the completed structure may be required.
- One set of PDF drawings emailed to the EM.

### Special Considerations

- Approval of a multi-level or covered booth plan is contingent upon final approval of the overall exhibit hall floor plan submitted by show management.
- Coverings constructed of open grate or mesh greater than ¼ inch or a UL listed drop out ceiling may be exempt from the sprinkler requirement.
- It is suggested that covered booths of less than 100 square feet submit plans to the EM for review.
- A series or combination of covered areas, whether in one booth or adjacent booths, must be separated by a minimum of 10 feet.
- An exhibit that fails to comply with these regulations will not be allowed to install for the event, or may be required to dismantle or modify the exhibit at the expense of the exhibitor.