



**CAESARS**  
WINDSOR

## **FIRE REGULATIONS**

**Exhibits & Displays in Public Buildings  
Caesars Windsor  
377 Riverside Drive East  
Windsor, ON N9A 7H7**

### **Fire Regulations**

The purpose of these requirements is to maintain an acceptable level of fire safety within Caesars Windsor. The fire protection systems built into Caesars Windsor have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within Caesars Windsor to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Event Logistics staff of Caesars Windsor and the Windsor Fire Prevention Division. All Exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment
2. Materials, processes and equipment requiring special approval from Caesars Windsor Sales Department
3. Acceptable booth configuration
4. Acceptable material for booth configuration
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency procedures

### **Prohibited Materials, Processes, Equipment and Booth Configurations**

Use of the following materials, processes or equipment is strictly prohibited

1. Acetate fabrics, corrugated paper box board, no-steam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and/or foamcore
4. Fireworks
5. Explosives
6. Flammable cryogenic gases
7. Blasting agents
8. Aerosol cans with flammable propellants
9. Smoking in posted "no smoking" areas
10. Fueling of motor vehicles
11. Liquefied petroleum or natural gas
12. Wood matches with "all surface" strikes
13. Hazardous refrigerants such as sulfur dioxide and ammonia
14. Cellulose nitrate motion picture film
15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association)

### **Materials, Processes and Equipment Requiring Special Permit For Use**

The use of the following material, processes or equipment is subject to approval from Caesars Windsor. If any materials, processes or equipment requiring approval are to be used, the Exhibitor shall submit in writing to Caesars Windsor the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted to Caesars Windsor who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees

### **Acceptable Booth Configuration**

The following booth configuration will be acceptable:

1. Open top booths
2. Platforms not exceeding 400 sq ft in area.

The following booth configuration will require approval from Caesars Windsor. A description of the booths requiring approval shall be submitted to Caesars Windsor. Caesars Windsor will discuss these configurations with the Windsor Fire Protection Division.

1. Platforms exceeding 400 sq ft in area
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 sq ft.
3. Layouts of all meeting rooms used for exhibit

### **Acceptable Materials for Booth Construction**

The following types of materials will be acceptable for booth construction:

1. Wood
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300
3. Noncombustible materials as regulated by the Ontario Building Code

### **Interior Finishes and Furnishings**

The limitations described below shall apply to all booth interior finishes and furnishings including:

- Drapes
- Hangings
- Curtains
- Drops

- Christmas trees
- Artificial flowers and foliage
- Ruscus
- Split wood
- Textiles
- All other decorative materials including plastic
- Paper, cardboard or compressed paperboard less than ¼ " thick is considered paper

### **Limitations**

1. Made from noncombustible materials, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process
3. Corrugated cardboard can be used only if fire retardant treated at the factory
4. Plastics can be used only if approved by Caesars Windsor

Note: It is necessary to flameproof textiles, paper and combustible merchandise on display for sale but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Booth wallpaper is permissible if pasted to walls or wall board backing

The following test (NFPA 701 Flame test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 ½ ' wide x 4" long) and hold it with a pair of pliers
2. Hold a wooden match ½" below the bottom of the material 12 seconds
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant

### **Obstructions**

Nothing shall be hung from or affixed to any sprinkler piping or heads.

Construction or ceiling decorations of the booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department hand sets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Easels, signs, etc. shall not be placed beyond the booth areas into the aisles

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

### **Combustion Engines**

Vehicles or other flammable fueled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than  $\frac{1}{4}$  full. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from Caesars Windsor.
3. The electrical system shall be de-energized by either
  - a) Removing the battery, or
  - b) Disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than  $\frac{1}{4}$  full. Vehicles may be driven in and positioned. The engine should remain running with the valve shut off. Allow engine to run until all of the fuel is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc. must be empty

### **Electrical Equipment & Connection**

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario.

Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removed from Caesars Windsor property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA, you must complete an application to the Electrical Safety Authority.

### **Portable Spotlights**

All clamp on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder clamps. Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle. Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three conductor cord used to power bars.

### **Procedures During Set up and Dismantling of Shows**

No smoking is allowed during the set up or dismantling of shows. Caesars Windsor is a non smoking facility.

Show Management must have the approval of Caesars Windsor for commencement of set up or dismantling of shows.

Access and flow of vehicles or trucks on exhibition floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on. Idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees.

The following equipment and operations are prohibited during show set up and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Tools and equipment powered by flammable fuels, except materials handling equipment
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory.
4. Portable heating equipment.
5. Welding, cutting or blazing equipment without special permission from Caesars Windsor.

6. Painting with flammable or volatile paints and finishes
7. Smoking in all posted “no smoking” areas and where packing crates and debris are an obvious fire hazard
8. Use of other equipment or operations that increase the risk of life safety.

### **Ceiling Suspended Items**

1. All items to be suspended from ceiling including signs, displays, light and sound equipment, etc. must be approved in advance
2. Rigging of cable and other hanging devices on or near ceiling electrical ducts and conduits is strictly prohibited
3. All ceiling equipment material and rigging must be removed immediately upon close of the show

### **Emergency Procedures**

Caesars Windsor is equipped with sophisticated fire protection equipment including: automatic sprinklers, smoke and heat detection, fire alarm and public address system. Upon arrival, you should familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher. If you see fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you.