



Simplified Guide to Fire Prevention – Exhibition

February 2019 version



Palais des congrès
de **Montréal**

This Palais des congrès de Montréal document outlines the main regulations of the Service de sécurité incendie de Montréal (SIM). Please contact the Production Services Department for any additional information.

A) Materials for booth decoration or display

1. **Wall coverings, curtains and decorative materials including dried flowers, cotton, styrofoam, paper and cardboard less than 1/8 inch (3 mm) thick, textiles, netting, and plastic materials** must comply with the **CAN/ULC-S109-M Standard for Flame Tests of Flame-Resistant Fabrics and Films**, or be **fireproofed** by a **company specializing in flame-retardant treatment**.
2. It is not necessary to fireproof fabrics, paper and other combustible materials intended for sale. Only one sample or piece of useful length may be displayed. Each sample must be in a different shade, texture and quality.
3. **Empty cardboard boxes and crates** should be clearly identified and will be picked up only by employees of the Palais des congrès de Montréal, then stacked in a designated storage space based on availability. It is forbidden to store such containers beside, behind, or inside booths.
4. **Natural trees** are permitted if they are potted with their roots and watered every day.
5. **Helium cylinders** are permitted if they are firmly chained to a cart.

B) Flame-retardant treatments

The exhibitor or exhibitor's supplier is responsible for renewing flame-retardant treatments as needed to ensure that materials pass the match flame test of **NFPA-701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films**. The Security Department of the Palais des congrès de Montréal reserves the right to conduct this test at any time to ensure flame-retardant effectiveness.

C) Flame-retardant treatment of tents with a total area under 300 square feet (27.9 m²)

Each tent is required to comply with one of the following standards prior to being authorized for installation:

- Tent must be equipped with a label confirming the material is **NFPA-701** certified (fabric) **or**
- Tent must be equipped with a label confirming the material is **CPAI-84** certified (vinyl) **or**
- Tent must be accompanied by a certificate declaring the material is flame retardant

If none of these three conditions are met, the exhibitor must have the tent fireproofed onsite or bring it to a specialist for fireproofing and to obtain certification. If the tent is vinyl, the exhibitor can also provide a manufacturer's certificate listing the flame-retardant properties incorporated into the material during manufacture. As a last resort, the exhibitor may submit a sample of the tent for flame-retardation testing.

D) Prohibited materials

Unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal, **use of the following materials is forbidden:**

- Softwood trees or branches
- Hay
- Peat
- Cellulose acetate fabrics
- Hay, Straw and Shredded Paper
- Packing chip
- Jute
- Sonotube
- Coroplast (polypropylene), unless the surface used is 10% or less of the total booth surface

E) Construction and placement of booths

1. Booths and displays should be installed and operated so as not to obstruct:
 - Visibility of emergency exits
 - Access to emergency exits, maintaining 10 feet (3 m) of clearance along their full width
 - Visibility of exit signs
2. Access to firefighting equipment (e.g., fire cabinets, extinguishers, sprinkler heads) must remain clear and unobstructed at all times.
3. No part of any item displayed should extend into an aisle or corridor designated as such.
4. Booths made from wood should be more than ¼ inch (6 mm) thick or **be fireproofed by a company specializing in flame-retardant treatment.**
5. The minimum width of aisles for public booths and displays is 10 feet (3 m).
6. The minimum width of aisles for commercial booths and displays is 8 feet (2.4 m).
7. Any installation with a ceiling, rigid roof, lining, fabric or any other material whose surface is more than 300 square feet (27.9 m²) must be equipped with a backup sprinkler system during the entire event. Only Smoke Out fabric is accepted by the SIM.
8. Stages for performances, shows or speeches of more than 300 square feet (27.9 m²) cannot be used as a backstage area or as storage space for flammable materials. If they are being used for these purposes, sprinklers must be installed.
9. A minimum clearance of 18 inches (45 cm) is required under sprinkler heads.

Storage: Empty cardboard boxes and crates should be clearly identified and will be picked up by employees of the Palais des congrès de Montréal, then stacked in a designated storage space based on availability. It is forbidden to store such containers beside, behind, or inside booths.

The following items are prohibited behind booths and must be stored in designated areas:

- a) Flammable materials
- b) Wood pallets
- c) Surplus flooring
- d) Crates
- e) Items such as trash or tools left on the floor

The space behind booths must be clear as a passageway. Access to rooms, technical traps and dry pipes must remain unobstructed.

F) Room capacity

The maximum room capacity permitted by the Security Department of the Palais des congrès de Montréal must be respected at all times. The Security Department reserves the right to conduct random inspections and may close access to a room if it is at overcapacity.

G) Ignition sources

1. Unless a control device eliminates the risk of fire or explosion, it is forbidden to produce **open flames, sparks or heat** using an ignition device before or during an activity. The proposed control device must be submitted for approval to the Security Department of the Palais des congrès de Montréal.
2. **Use of candles and paraffin lamps** is subject to approval by the Security Department of the Palais des congrès de Montréal. They should be mounted on non-combustible (non-floating) supports and be placed in a container or candle holder that exceeds the height of the flame by 1.5 inches (3.8 cm), so that the flame does not accidentally come in contact with combustible materials (tablecloths, etc.). Use of vegetable oil as fuel is forbidden.
3. Performances featuring **fire eaters and use of pyrotechnic devices** are prohibited, unless written authorization has been obtained from the Security Department of the Palais des congrès de Montréal.

H) Cooking equipment

In booth cooking requests must be approved by the Production Department of the Palais des congrès de Montréal. Requests will be evaluated based on the amount of cooking involved and other events taking place simultaneously.

1. Only **electrical cooking** appliances and **sterno hot plates** are permitted.
2. When cooking, a fire extinguisher must be readily available within the booth.
3. The maximum surface area for cooking equipment is limited to 288 square inches (0.19 m²).
4. Cooking equipment should be placed on a non-combustible surface.
5. Cooking equipment must be installed at a minimum distance of 4 feet (1.2 m) from visitors.
6. Cooking equipment must be at a minimum distance of 2 feet (0.6 m) from any combustible materials or any other cooking device.
7. Open **fryers** are not permitted, as there is no way to contain the grease and oil vapors. Only fryers with an airtight cover are allowed. A model of the equipment must be submitted for approval by the Production Services Department.
8. **No portable cooking equipment using charcoal, wood charcoal, gas, propane or butane** can be used inside the Palais des congrès de Montréal.

I) Meals and beverages: flambés

1. Meals and beverages may be flambéed, but only in the area where they are served.
2. Combustible devices used to flambé meals or beverages or to reheat meals must be fueled outside the service area, away from all ignition sources and over a non-carpeted, inflammable surface, such as concrete.

J) Vehicles and internal combustion engines on display

1. All **fuel tank openings** of vehicles and internal combustion engines on display should be locked or sealed with tape to prevent the escape of vapors (except for tanks that have never contained fuel).
2. **Fuel tanks** of vehicles on display should not be more than half full or contain more than 10 gallons (38 liters) of fuel.
3.
 - a) The starter battery of gas-powered cars must be disconnected. Anti-theft devices and other accessories must be powered by an external source. Remove spark plugs when a secondary battery is not required to start the engine.
 - b) The gas starter battery of hybrid cars must also be disconnected. However, no action is required for the electric engine or battery module.
 - c) There is no need to remove or disconnect the battery in electric cars.

4. Owners are responsible for ensuring that no engine can be started during the exhibition. Vehicles may not be moved during show hours without the authorization of the Security Department of the Palais des congrès de Montréal.
5. It is prohibited to fuel or defuel any vehicle inside the building or within the immediate area of the Palais.
6. Propane tanks used in trailers, recreational and utility vehicles or any other type of vehicle must be emptied and sealed before entering the exhibition rooms.

K) Arrangement of furniture inside the exhibit hall

1. In each row of five seats or more, the seats must be attached together. Rows may have a maximum of 15 seats and should be separated by aisles with a minimum width of 44 inches (112 cm).
2. Any enclosed area accommodating 60 or more people must have two emergency exits, at opposite ends from one another measuring a minimum of 60 inches (152 cm) wide. In enclosed rooms that may be darkened at certain times, exits must be marked with illuminated signs approved by the Security Department of the Palais des congrès de Montréal.

L) Firearms

1. Promoters or organizers whose exhibitions involve firearms are subject to Canadian law regarding the storage of firearms. The event manager will provide the appropriate document upon request.
2. The Security Department of the Palais des congrès de Montréal may require additional information.

The Security Department of the Palais des congrès de Montréal or the Service de sécurité incendie de Montréal may, at any time, refuse any installation that does not meet the requirements.



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