

## **Kalamazoo County Parks and Expo Center Floor plan requirements**

All floor plans must be submitted in writing to the Expo Center **no later than 30 days prior** to the event and be approved by the following:

Kalamazoo Township Fire Marshal  
1720 North Riverview Drive  
Kalamazoo, MI 49004  
(269) 381-8080 ext. 115  
Email: [tckowalski@kalamazootownship.org](mailto:tckowalski@kalamazootownship.org)

Kalamazoo County Parks & Expo Center Sales Coordinator  
Mandy Eldred  
2900 Lake Street  
Kalamazoo, Michigan 49048  
(269) 383-8761  
Email: [aleldr@kalcounty.com](mailto:aleldr@kalcounty.com)

Any changes to approved floor plans shall be in writing and approved by all parties prior to the scheduled event.

### **Submitted floor plan must include:**

- Dates and times of event.
- Dates and times of event set-up.
- Site and event floor plan with accurate measurements. Identify booths, table locations, aisles, displays, and exits.
- Anticipated occupancy load expected during the event.
- Hours of operation.

Renters and event attendees must adhere to all state and local laws governing fire safety in places of public assembly. The following guidelines are from the Kalamazoo Township Fire Marshal:

1. Provide an approved site and/or floor plan (accurate measurements shall be included identifying booth and/or table locations, aisles, displays, and exits.)
2. No display or exhibit shall be installed or operated to interfere in any way with access to any required fire exit, firefighting equipment or fire alarm pull stations. This would also include visual alarm devices and exit and emergency lights.
3. Travel distance within an exhibit booth or exhibited enclosure shall not be greater than 50 feet to any exit access isle.
4. Exhibit booths shall be constructed of:
  - a. Non-combustible or limited-combustible materials;
  - b. Wood greater than ¼ inch nominal thickness.
  - c. Flame-retardant curtains and/or drapes.
  - d. Acoustical and decorative materials including, but not limited to hay, paper, straw, moss, split bamboo, cotton, and wood chips shall be flame retardant. Materials that cannot be treated shall not be used.
  - e. The use of any exhibit booth with a roof (ie. Canopy tents) shall be prohibited.

5. Aisles shall be provided as follows:
  - a. Vendor aisles shall not be less than 3' wide.
  - b. Patron aisles shall not be less than 6' wide. Aisle widths may need to be increased based upon expected occupant load.
  - c. All exit corridors shall not be less than 12' deep and shall be maintained clear and unobstructed at all times. No displays shall protrude into the walkways from above or below the tables or be placed in front of display tables or established table lines.
6. Inside use of liquid propane gas cylinders is prohibited.
7. Electrical connections and use shall comply with the National Electrical Code.
  - a. All electrical cords shall be secured as to not become a trip hazard.
8. The use of open flame(s) or cooking equipment shall comply with the Uniform Fire Code and receive prior written approval.
9. Combustible materials within an exhibit booth shall be limited to a one-day supply.
10. Vehicles on display shall comply with the following.
  - a. Fuel tanks shall not be more than ¼ full or contain more than 5 gallons of fuel, whichever is less.
  - b. Fuel tanks openings shall be locked and sealed in an approved manner.
  - c. At least one battery cable shall be removed from the battery used to start the vehicle. The disconnected cable shall be taped.
11. The fueling or defueling of vehicles or equipment inside shall be prohibited.
12. Compressed flammable gases; flammable or combustible liquids; hazardous chemicals or materials; and class II or greater lasers, blasting agents and explosives shall be prohibited within exhibited halls.
13. Provide a plan for vender, occupancy (crowd), and parking control.
14. Provide an anticipated occupancy load expected during the event, hours of operation, and the anticipated peak hours of attendance.
15. Smoking shall be prohibited inside buildings, tents, other structures or hazardous locations associated with the facility use. Additional signage shall be posted as necessary.
16. Elevated displays shall be constructed and maintained in such a manner as not to fall or cause danger to occupants.
17. Should standby fire personnel be required for an event, the cost shall be the responsibility of the facility user(s). The standby fire personnel shall be approved by the Fire Chief and/or Fire Marshal.
18. There shall be no loading, unloading or parking in any posted fire lane. Violators are subject to enforcement action under the Kalamazoo Township parking ordinance and adopted fire code.

### **Temporary Structures (Tent-Canopy-Membrane) requirements**

If there is going to be a tent or any other temporary structure erected, the following information shall be provided to the Kalamazoo Township Fire Marshal's office **no later than 30 days prior** to the temporary structure being installed.

1. Applicant name
2. Applicant e-mail
3. Applicant phone number
4. Applicant company
5. Applicant address
6. Date of the event
7. Date of install
8. Date of removal

9. Will electricity be used in the structure? If so, who is the electrician?
10. Will the electricity be a temporary drop or will generators be used?
11. Will the structure be heated? If so, what type of heat or fuel source?

What type of structure will be installed? (check box)

	Tent	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents that it protects.
	Canopy	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.
	Air-supported Structure	A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area. These structures are either double or single skin.
	Membrane-covered Cable Structure	A non-pressurized structure in which a mast and cable system provides support and tension to the membrane weather barrier and the membrane imparts structural stability to the structure.
	Membrane-covered Frame Structure	A non-pressurized building wherein the structure is composed of a rigid framework to support a tensioned membrane which provides the weather barrier.

**A detailed layout of the site should be included with this application. The layout should include the following:**

1. Size and location of the temporary structures including all objects within twenty feet of the temporary structure.
2. Existing buildings within twenty feet of the temporary structure and the property line.
3. Location of existing fire hydrants.
4. Indicate the points of egress, the width of each and the exit paths including length.
5. Indicate the location of emergency egress lighting.
6. Indicate location of fire extinguishers.
7. Indicate any electrical equipment and wiring methods.
8. Indicate location of generators.
9. Indicate the desired occupant load.
10. Provide the floor plan of tables, chairs, stage(s), bars or counters.
11. Provide information regarding resistance to wind, snow, and seismic loads if possible.
12. Provide operations plan for occupant load control, emergency exiting, and security.
13. Provide certificate of flame resistance for each temporary structure.
14. The layout should indicate the direction north.