

## This checklist has been developed as a quick reference for Event Safety.

*It is recommended that the Event Coordinator and/or the Show Manager check the following for compliance during setup, public assembly and tear out.*

Does my event have...	If Yes, then what
<b>Canopies /Tents /Drapes</b>	
<input type="checkbox"/> <b>Canopies</b> = roof with one or no sides	⇒ Must be approved for indoor use and fire retardant <ul style="list-style-type: none"> <li>♦ Tag must be accessible and CAN/ULC-S109</li> </ul>
<input type="checkbox"/> <b>Tent</b> = Roof with two or more sides	⇒ 10' x 10' or over, must be; <ul style="list-style-type: none"> <li>♦ fire retardant to CAN/ULC-S109</li> <li>♦ smoke detector</li> <li>♦ fire extinguisher</li> </ul>
<input type="checkbox"/> <b>Drapes/Decor</b> = fabric panels on sides, top or across/above booth	⇒ <ul style="list-style-type: none"> <li>♦ Must be fire retardant to CAN/ULC-S109</li> <li>♦ Not in contact with a direct heat source (i.e. non LED lighting)</li> <li>♦ Must have compliance documentation available</li> </ul>
<input type="checkbox"/> <b>Trailers /Campers /RV's /Storage trailers</b> = closed space surrounded by hard walls with roof	⇒ <ul style="list-style-type: none"> <li>♦ Functioning smoke detector installed inside</li> <li>♦ Fire extinguisher available</li> </ul>
<input type="checkbox"/> <b>Exhibit booth with ceiling /walls (enclosed space)</b> = closed space surrounded by walls and a roof	⇒ <ul style="list-style-type: none"> <li>♦ Functioning smoke detector installed inside</li> <li>♦ Fire extinguisher available</li> </ul>
<b>Cooking /Demonstration Cookware /Appliances</b>	
<input type="checkbox"/> <b>Cooking</b> = no grease laden vapours (oil, grease, fats or butter)	⇒ <ul style="list-style-type: none"> <li>♦ Must be for commercial use only</li> <li>♦ Fire extinguisher</li> </ul>
<input type="checkbox"/> <b>Demonstration Cookware</b> = pots and pans	⇒ <ul style="list-style-type: none"> <li>♦ Cannot use grease laden vapours</li> <li>♦ Fire extinguisher present at booth</li> </ul>
<input type="checkbox"/> <b>Appliances</b> =hot plate, bread makers	⇒ <ul style="list-style-type: none"> <li>♦ Must be for commercial use only – no domestic appliance</li> <li>♦ Fire extinguisher present at booth</li> </ul>
<b>Vehicles /Equipment /Motorcycles</b>	
<input type="checkbox"/> <b>Vehicles /Equipment</b> <input type="checkbox"/> <b>Exceeds 9.3m<sup>2</sup></b>	⇒ Must have; <ul style="list-style-type: none"> <li>♦ ¼ tank of fuel <b>or</b> no more than 20L, which ever is less</li> <li>♦ Gas tanks locked or sealed</li> <li>♦ Fire extinguisher</li> <li>♦ Smoke detector</li> </ul>
<input type="checkbox"/> <b>Motorcycle(s) – in use</b>	⇒ <ul style="list-style-type: none"> <li>♦ Fire extinguisher(s)</li> <li>♦ Spill kit(s)</li> <li>♦ Refueling motorcycles must be conducted outside in approved location</li> </ul>
<b>Miscellaneous Others</b>	
<input type="checkbox"/> <b>Candles</b> = Open flame	⇒ Must have a one inch barrier around and above the top of the flame
<input type="checkbox"/> <b>Helium</b>	⇒ <ul style="list-style-type: none"> <li>♦ Must be used prior to public entry</li> <li>♦ Securely stored</li> </ul>
<input type="checkbox"/> <b>Propane</b>	⇒ <ul style="list-style-type: none"> <li>♦ Must be stored outdoors</li> <li>♦ No more than 5 lbs can be at any given booth</li> </ul>
<input type="checkbox"/> <b>Fresh Cut Trees</b> = cannot be used for display after 14 days from cut	⇒ Must have; <ul style="list-style-type: none"> <li>♦ Fire retardant tag with proof of cut date</li> <li>♦ Kept watered</li> </ul>
<input type="checkbox"/> <b>Hay Bales</b>	⇒ Must be treated to CFD specification

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<b>Aisles</b>		
<input type="checkbox"/> <b>Main aisles</b> = main entrance aisle and back of hall /aisle	⇒	<ul style="list-style-type: none"> <li>Aisle width is 3.5m from doors or first obstacle</li> <li>Must be kept clear and unobstructed at all times</li> </ul>
<input type="checkbox"/> <b>Secondary aisles</b> = vertical to the main entrance and back of hall /venue	⇒	<ul style="list-style-type: none"> <li>Aisle width is 2.5m</li> <li>Must be kept clear and unobstructed at all times</li> </ul>
<b>EXITS - Emergency Egress</b>		
<input type="checkbox"/> <b>Emergency Exit /Egress</b> = exit doors with panic hardware and lit emergency exits	⇒	<ul style="list-style-type: none"> <li>Must be kept clear at all times               <ul style="list-style-type: none"> <li>Clear of registration tables /booths</li> <li>Chairs /benches</li> <li>Merchandise</li> <li>Product booths</li> <li>Food and/or beverage</li> </ul> </li> </ul>
<input type="checkbox"/> <b>Access to Emergency Exit(s)</b>		<ul style="list-style-type: none"> <li>Width of emergency exit doors must be maintained to the nearest public aisle(s)</li> </ul>
<b>Fire Extinguishers /Pull Stations /Fire Cabinets</b>		
<input type="checkbox"/> <b>Fire Extinguishers</b>	⇒	<ul style="list-style-type: none"> <li>Must be kept clear at all times</li> <li>Access must be 1m straight to device</li> </ul>
<input type="checkbox"/> <b>Pull Station</b>	⇒	<ul style="list-style-type: none"> <li>Must be kept clear at all times</li> <li>Access must be 1m straight to device</li> </ul>
<input type="checkbox"/> <b>Fire Cabinet</b>	⇒	<ul style="list-style-type: none"> <li>Must be kept clear at all times</li> <li>Access must be 1m straight to device</li> <li>Door must be operable</li> </ul>
<b>Space Occupancy</b>		
<input type="checkbox"/> <b>Temp. Lecture/Seminar /Theater areas</b> = A space created (secondary space) separate from the main event space	⇒	<ul style="list-style-type: none"> <li>If less than 60 seats – one entrance /exit is acceptable</li> <li>If more than 59 seats – a secondary exit is required</li> <li>If more than 199 seats, all seats must be fastened together, with 1m gap between every 15 rows and every 15 chairs.</li> </ul>
<input type="checkbox"/> <b>Event Space</b> = Hall, conference room, booked space	⇒	<ul style="list-style-type: none"> <li>All spaces with more than one entrance /exit has a load occupancy card               <ul style="list-style-type: none"> <li>This load occupancy must be maintained</li> </ul> </li> <li>Only one entrance /exit is limited to less than 60 people</li> </ul>

*\*Note: All fire extinguishers noted above must be commercial use 2A 10BC, tagged and certified. No other extinguisher will be accepted, as per the Alberta Fire Code.*

*\*\*Note: For more information please contact the Calgary Fire Department, their website or email [Safety1st@calgarystampede.com](mailto:Safety1st@calgarystampede.com)*