

FIRE AND SAFETY REGULATIONS

ATTENTION: SHOW EXHIBITORS

FOR WINNIPEG CONVENTION CENTRE

The following regulations are the policy of the Winnipeg Convention Centre with consultation with the Winnipeg Paramedic and Fire Service and MUST be observed by all exhibitors participating at trade shows and exhibitions or any events held at the Winnipeg Convention Centre.

THEY ARE PART OF YOUR EXHIBIT CONTRACT

1. Immediately notify Fire Department upon discovery of any fire by pulling nearest fire alarm station in building, calling 911 and giving location as 375 York Ave.
2. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of an eight (8) foot aisle must be maintained at all times in ground floor and second floor meeting rooms, and ten (10) foot aisles must be maintained at all times in exhibit Halls A and B. **Exhibitors shall not obstruct fire alarms, equipment, fire exits or fire equipment.**
3. All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg, for fire prevention. Dust covers for displays must be fire resistant or treated with a flame retardant solution. Should this service be required, you may contact **Performax – (204) 772-3728**. Reference Canadian Fire Code 2.3.2-Flame Resistance; 2.3.2.1; 2.3.2.1-Drapes, Curtains and Decorative Materials; 2.3.2.2.-Flame Retardant Treatments.
4. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the Convention Centre prior to the opening of the show and returned at the close of the show.
5. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited. Reference Canadian National Fire Code 2.4.1.1(4) Accumulation of Combustible Materials.
6. Aisles should be kept clear and uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear **at all times**.
7. No hazardous display of any nature will be permitted in any exhibition or display area without written permission of the Winnipeg Fire Department. **The above includes straw, sawdust, woodshavings, open flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, L.P.G. cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature.**

Any fuel burning appliances, ie. fireplaces, stoves, ranges, etc. will be installed to and in compliance with all City of Winnipeg and Province of Manitoba Fire Codes and/or Regulations.

If propane is being brought into the building it must be in containers with a capacity no more than 5 lbs. This 5 lb container(s) must be removed from the exhibit space and stored in accordance with the City of Winnipeg and Province of Manitoba regulations. All tanks, if not connected to an appliance, must be stored outside the building in a proper storage area. NOTE, only one 5 lb. propane tank attached to the appliance is allowed. Quick coupling per gas appliance must be used. Exhibitors are responsible for arranging for appropriate storage as the Centre has limited space and cannot assume responsibility for these containers.

8. Automobile, Boat, Trailer, Etc. Display

- a) When cars are being brought in for an exhibit or displayed in any form, all fuel tanks MUST be properly sealed with approved type tape i.e. masking, cloth, or locked gas cap. All vehicles must have a drop sheet or oil pan in place under vehicle.
- b) Wheel pads must be placed under vehicle wheels.
- c) Winnipeg Paramedics & Fire Services require all keys, along with the location, from vehicles to be left with show management in case of emergency.

9. NO helium balloons are permitted in the building.

10. Enclosed or covered structures are NOT permitted unless certified by the Winnipeg Paramedics and Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.
11. Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.
12. Motorized pallet jacks are NOT allowed on any of the carpeted areas.
13. During Ingress and Egress of Exhibition/Trade Shows, **CHILDREN UNDER THE AGE OF 16 are NOT ALLOWED** on the show floor. This policy is for the safety of your children.

Supplying of services by outside contractors within the Winnipeg Convention Centre may result in a fee charged to the supplier or client.

CLIENT INFORMATION

ACTION TO BE TAKEN IN CASE OF FIRE

The CENTRE is equipped with a TWO STAGE FIRE ALARM SYSTEM, which automatically sequences and directs the necessary actions. Your responses to the alarms should be as follows.

1) IF THE ALARM SOUNDS AS A GONG OR CHIME SIGNAL,
THIS IS THE *ALERT* STAGE

- a) Cease all work.
- b) Stand by ready to evacuate.

2) WHEN THE ALARM SOUNDS AS A FAST GONG SIGNAL,
THIS IS THE *EVACUATION ALARM* STAGE

- a) Evacuate IMMEDIATELY using the nearest safe exit, and proceed outside and clear of the building to a minimum of 50m (150 feet). DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- b) Do not attempt to remove any vehicle from the parking garage.
- c) Obey all instructions of Building Fire Wardens who will assist in the evacuation.
- d) Comply with Fire Department Orders.
- e) Return to the building only when authorized by the Winnipeg Paramedics and Fire Services Chief or by the Building Fire Marshal.

3) IF YOU DISCOVER FIRE, SMOKE, OR SMELL GAS

- a) Activate the nearest fire alarm.
- b) Warn persons nearby.
- c) Call 911 and the CENTRE Control Room at extension #330, and give the location of the fire.
- d) Evacuate IMMEDIATELY using the nearest safe exit, proceed outside and stand at least 50m (150 feet) across from the building. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.
- e) Fight small fires using extinguishers, only if it is not between you and an exit.

ACTION TO BE TAKEN IN CASE OF A BOMB THREAT

RECEIPT OF THREAT

- 1. If a bomb threat is reported by a telephone caller, keep the caller on the line as long as possible and record as much of the conversation as you can.
- 2. The person receiving the call should remain calm.
- 3. The Security Officer in the Control Room should be notified immediately at extension #330, when a call of this nature has been received. The officer will then report the incident to the Winnipeg Police Department by calling 911.

