



HOME SHOW

EXHIBITOR AND PROMOTER FIRE PLAN TO DO LIST

Harbour Station in conjunction with the Saint John Fire Department has the following list of notices and procedures that must be followed to ensure the safety of the facility, the exhibitors and the patrons. It is essential that these directives are followed with no exceptions: **Any variances must be requested through the SJFD at: 506-658-2962**

For the PROMOTER and EVENT DECORATOR:

- ALL EXITS on both levels are to be clear of ANY PROPS or DISPLAY ITEMS.
- PULL STATIONS are to be clear and accessible.
- In the SHOW SET UP, every effort is to be made to have wall-mount Fire Extinguishers accessible in their existing cabinets.
- Any Exhibitor must follow the rules and regulations of having a vehicle inside the building. If necessary they are to seek help from Facility Staff to assist.
- All electrical display props are to be **unplugged** nightly after the show.

For the EXHIBITORS:

- All extension cords are to be **unplugged** nightly after the show.
- Displays are NOT to include "fold up canopies" made of fabric that is not made of fire retardant material.
- Cookware that is being used should be COMMERCIAL GRADE and NOT household units. Harbour Station has the right to refuse their use.
- Cookware units are to be used in a proper manner on proper stands and tables.
- NO OPEN FLAMES of any kind unless authorized previously BEFORE the show opens. Harbour Station has the right to refuse their use immediately.
- Vendors should make a point of locating the CLOSEST FIRE EXTINGUISHER to their booth location.
- Vendors should make a point of location the nearest EXIT and EXIT ROUTE from their display booth.



RULES AND REGULATIONS FOR VEHICLES INSIDE HARBOUR STATION

- As per the direction of the Saint John Fire Prevention Services Office, any vehicle that is brought into Harbour Station for display purposes must adhere to the following NATIONAL FIRE CODE 2.12.1.8. Regulation. Failure to comply will result in the refusal to admit the vehicle or the removal of the vehicle from the arena. It is the responsibility of the Event Promoter to ensure that Advertisers or Dealers are notified of these rules.

- 1. The BATTERY must be DISCONNECTED. HYBRID vehicles must have their individual "Safety Shut Down Immobilization System" activated.**
- 2. Promoters that are displaying vehicles, that due to their technology are not receptive to power disconnection, must comply to the Fire Plan requirement of having a 24 hr fire watch for the duration of the event. This requirement must be organized, through Harbour Station, a minimum of 2 weeks prior to the event.**
- 3. The GAS TANK must be close to EMPTY with the gas gage in the 1/8 level. 1/4 full is NOT ACCEPTABLE.**
- 4. The Gas Tank Fill must be LOCKED or SEALED against tampering. Late model vehicles with factory installed "NO CAP" fill systems are considered satisfactory.**

Any requested variations must be directed to and authorized by the SJFD and they can be contacted at 658-2962.

- As per the direction of Harbour Station, any vehicle that is brought into Harbour Station for display purposes must adhere to the following rules.

- A. Location of any vehicle must be confirmed by Harbour Station Management**
- B. The KEYS to any display vehicle must be brought to the Concourse Sound Booth for safe keeping as long as the vehicle is in the building.**
- C. The CONTACT NAME and PHONE NUMBER of the driver must be with the key.**
- D. The vehicle must be safely removed from the Building after the event UNLESS prior arrangements with Harbour Station Management have been made.**
- E. Vehicles that are on display OUTSIDE the Arena are to be removed after the event or early the following day.**

Thank you for your cooperation on these directives.