



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233

Fire Marshal Guidelines for Cobb Galleria Centre

COBB COUNTY FIRE CODE GUIDELINES FOR ACTIVITIES IN THE COBB GALLERIA CENTER (revised 2004)

1. Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
2. All drapes, curtains, carpet or any materials used in exhibits must be flame retardant.
3. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in exhibit hall, ballroom, meeting room or fire exit areas. Minimum one-hour fire rated room with automatic extinguishing system is required for storage.
4. Vehicles on display may contain no more than one half (1/2) tank of fuel or 10 gallons of fuel, whichever is less, must have a locking cap, battery cables must be disconnected and taped. No vehicles may be moved during event hours.
5. All welding must be performed outside the facility.
6. Pyrotechnics must be approved by the Cobb County Fire Marshal and a Probate Court permit is required. A minimum of two weeks notice must be given to accommodate these requirements.
7. An automatic extinguishing system must be installed for exhibit booths greater than 300 square feet and covered with a ceiling. Ceilings constructed of open-grate or listed dropout ceilings are not considered ceilings.
8. Refueling must be done outside the facility. All fuel must be stored outside the facility.
9. Access to fire exit doors and corridors must be maintained throughout the move-in, show and move-out activities. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain; opening shall be marked so that it will be easily identified as an exit. This must be shown on the plans.
10. Plans must show cross aisles a minimum of 8' wide.
11. Perimeter aisles, all points of ingress and egress a minimum of 10' wide.
12. Dead end corridors shall be no longer than 20'.
13. All fire hose, extinguishers, and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.
14. Space between tables shall be as follows:
 - a. The minimum width of aisles serving seating at tables shall be 44 (112 cm) inches where serving an occupant load greater than 50, and 36 (91 cm) inches where serving an occupant load of 50 or fewer.
 - b. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 in. (48.3 cm) away from the edge of the table. The 19 inches (48.3 cm) shall be measured perpendicularly to the edge of the table.
15. Cooking equipment requirements are as follows:
 - a. LP-Gas, two 10-oz (0.28-kg) capacity non-refillable butane containers having a maximum 1.08-lb (0.4-kg) water capacity per container.
 - b. Cooking devices shall be isolated from the public by at least 4 ft (1.2 m) or by a barrier between the devices and the public.
 - c. Multi-well cooking equipment using combustible oils or solids, require a NFPA 96 hood system. Exception: Units 288 sq in. or less of cooking surface.
 - d. 20-B.C. fire extinguisher (K extinguisher) or automatic extinguishing system (required for NFPA 96 hood) provided in each booth.
 - e. Combustible materials in booth shall be limited to a one-day supply.
16. For larger cooking equipment used in an exhibit, i.e. grills, the following guidelines shall apply:
 - a. If the equipment has the ability to use natural gas, a gas line shall be run to the equipment, and hooked up by convention center personnel.
 - i. Cobb Galleria Centre personnel shall be responsible for ensuring the gas is turned off to each piece of equipment, each night.
 - b. For equipment that **cannot** use natural gas, a maximum of a 5lb. LP gas capacity container may be used. If more than one piece of equipment will have a tank, then the tanks shall be separated by at least 20 feet. For any one show, a maximum of 4 tanks will be allowed. Tanks shall **not** be manifold together, and spare tanks shall be stored outside of the convention centre.
 - i. Convention centre personnel shall be responsible for hooking up the tanks, and removal of the tanks each night. Tanks will be stored outside of the convention centre.
 - c. A NFPA 96 hood system may be required, depending on the type of cooking to take place.
17. The following is a list of common information left off of plans:
 - a. Detailed description of what will take place during the show, i.e., cooking, heat producing equipment, large booths with a roof, vehicles, etc.
 - b. Location of cooking or heating equipment.
 - c. Aisle width
 - d. Detailed plans and cut sheets of any heat producing equipment and any required ventilation systems.
 - e. Any unusual set-up requirements.

Plans will not be approved until all required information is received by the Fire Marshal's office. Any exhibits being set up without approved plans could result in closure of the exhibit by the Fire Marshal's Office.

Please direct questions to the assigned Event Coordinator at the Cobb Galleria Centre.