



## GUIDELINES FOR MULTILEVEL/COVERED EXHIBITS

Requests for the construction/erection of multilevel or covered exhibits must be reviewed by the Gaylord National Resort & Convention Center, Conference Services Department in conjunction with Prince Georges County Fire Prevention Office. To ensure the success of your exhibit, please make sure you have complied with the following guidelines:

1. Send two (2) copies of stamped and sealed floor plans (with front and side elevations) to:

Gaylord National Resort & Convention Center  
Conference Services Department  
201 Waterfront Street  
National Harbor, MD 20745

Plans to be submitted no later than sixty (60) days prior to move-in. The plans should indicate name of the show, show dates and booth number.

2. Plans for multilevel exhibits must be signed, sealed and dated by a registered architect or engineer.
3. Materials used in the construction of multilevel exhibits or single level booths will be constructed of non-combustible or limited combustible materials, as required in N.F.P.A. 101 Life Safety Code, Chapter 9-4.4.3.4, 1991 Edition.
4. The maximum floor area for multilevel exhibits will be limited to 900 square feet per level.
5. The upper deck of multilevel exhibits greater than 300 square feet (27.9 sq.m) in area shall have at least two (2) remote means of egress.
6. The following booth designs must be protected by an automatic extinguishing system:
  - a. Single level exhibit booths greater than 300 sq. ft. and covered with a ceiling of any type (i.e. net, lattice, soft material, etc..).
  - b. The first level of a multilevel booth or structure regardless of the square footage.

- c. All levels of a multilevel booth or structure provided that level is covered with a ceiling.
  - d. A single exhibit or group of exhibits with an aggregate ceiling exceeding 300 sq. ft. with less than 10 ft. between ceilings.
- 7. Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13, 1991 Edition. These systems may be connected to the Gaylord National existing standpipe system and in some cases the domestic water supply. Connections to the water systems must be arranged by the Gaylord National Resort & Convention Center Engineering Department.
- 8. Extinguishing system designs will be part of the original submittals.
- 9. Booths or structures that are protected by an automatic extinguishing system will have a flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the booth or structure.
- 10. Battery operated smoke detectors will be required for each covered booth, structure or tent regardless of square footage. The detector shall be an approved type and installed per manufacturers recommendations. The smoke detector will sound an audible alarm.
- 11. Portable, dry chemical fire extinguishers will be required for each covered booth, structure or tent. At least one (1) 2A10BC portable type fire extinguisher must be provided in all covered areas up to 3,000 sq. ft. A fire extinguisher will be required for each level of the booth or structure. Fire extinguishers must be mounted in a visible location and made accessible in case of an emergency.

Other requirements can be found in N.F.P.A. 101 Life Safety Code, 1991 Edition, Chapter 9. The Life Safety Code can be found in most local libraries.

- 12. A firewatch may be substituted for the automatic extinguishing system requirement. There is a fee for this request. If firewatch is approved by the Fire Officials Office, the following requirements apply:
  - a. Firewatch personnel will end 30 minutes prior to the event opening each day and will start 30 minutes after event closes for the day. There is a four (4) hour minimum requirement.
  - b. There is a requirement of one person per 25,000 sq. ft. of convention floor space. Each person can cover six (6) booths within the 25,000 sq. ft. If there are more than six (6) booths

requiring a firewatch, additional personnel will be needed. The number of personnel required for each event will vary, and must be determined prior to the event.

- c. The request for a firewatch must come from show management. Payment will be the responsibility of the show management.
- d. The request for a firewatch shall be in writing and can be mailed or faxed to the Gaylord National Resort & Convention Center, Conference Services Division.

The letter requesting firewatch will contain the following:

- I. Name and dates of the event.
- II. Show hours.
- III. Booth number.
- IV. Name of the contact person.
- V. Billing address.
- VI. Phone and Fax number.

- e. Charges for firewatch personnel will be billed to the group master account.

Any questions regarding these guidelines should be referred to:

Gaylord National Resort & Convention Center  
Exhibit Services Department  
Phone: (301) 965-3710  
Fax: (301) 965-3797