

EVENT MANAGEMENT GUIDE

The Policies, Rules and Regulations contained in this manual are a binding part of the Agreement for use of the facility.
As such, they cannot be modified without a written amendment to the Agreement signed by both parties.

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Introduction

Being a show manager or producing a special event is a tremendous responsibility that requires a great deal of planning and cooperation. Fairplex understands this, and we want to help you produce your most successful event ever.

This packet contains information pertinent to the successful operation of your event. It is an outline of the rules and regulations that govern the production of events on Fairplex property. Additionally, this packet will outline the many services Fairplex can provide.

We are excited about hosting your event and we look forward to establishing a relationship that will leave you impressed and eager to return.

Sincerely,

The Event Management Team

Section 1

Event Manager

The Event Manager is the person assigned by Fairplex to assist you with producing your event. The Event Manager will be your main contact at Fairplex. It is his/her job to enforce the terms of the contract, gather information about your event, arrange for services and communicate with other Fairplex staff members during your event. Your Event Manager contact information is below. Feel free to contact him/her at any time.

Staff and Contacts

Sometimes Event Managers are not available during the regular workweek. Below is a list of other staff members who are available to assist you should your Event Manager not be available to answer an urgent question.

Marcus Jackson	Vice President Sales and Marketing	(909) 865-4042
Barry Gillies	Director of Property Operations	(909) 865-4186
David Roman	Senior Event Manager	(909) 552-5257
Keith Rodda	Event Manager	(619) 733-5989
Brittany Rosenthal	Event Manager	(909) 785-3920
Danielle Scheidler	Event Manager	(626) 506-7609
Chuy Sanchez	Account Executive Sales	(909) 865-4507

Section 2

Floor Plans

Every event produced on Fairplex's property is required to submit four **(4)** sets of floor plans. A floor plan is a scale drawing/representation of the layout and components of your event. You must use Fairplex's approved floor plan template. These templates include the placement of all life safety equipment, utilities, and concession stands among other things. Handwritten, or floor plans submitted using anything other than Fairplex approved floor plan template, will be rejected without consideration. These floor plan templates are available in several different formats from Fairplex website, live hyperlink listed at the end of this packet as well through your Event Manager. A Los Angeles County Fire Department approved floor plan must be present at the location during set-up and event hours. Any alterations to the approved floor plans require re-submittal and approval.

Section 3

Los Angeles County Fire Department

Fairplex is under the jurisdiction of the Los Angeles County Fire Department – Area 8 Fire Prevention Bureau (LACFD-A8). This agency has ultimate life safety authority on Fairplex property. All floor plans are to be submitted to Fairplex forty-five (**45**) days in advance of your first move-in day for review and forwarding to LACFD-A8. In addition, LACFD-A8 requires the completion of the Public Assemblages form and Event Declaration letter. A blank copy of the Public Assemblages form and Event Declaration letter template can be found as a hyperlink in the reference section on the last page or from your Event Manager. These completed documents **must** accompany your floor plans. After review and mitigation of any issue arising from the review of your floor plan, a stamped approved copy will be returned to you.

Fire and Safety Regulations

The Los Angeles County Fire Department has adopted the Uniform Fire Code. All regulations contained in the Uniform Fire Code as well as all state laws pertaining to public assemblies are applicable at Fairplex. All areas are subject to on-site inspection by Fire Safety Officers. The Fairplex Safety Services Manager will gladly act as a liaison to the Los Angeles County Fire Department for any of our customers, or the Fire Prevention Division of the Los Angeles County Fire Department can be contacted directly.

The following information explains those areas most frequently inquired about:

Responsibility:

It is the responsibility of the Licensee to inform and enforce the rules & regulations referenced herein. Failure to abide by these rules & regulations could delay the opening or result in the closure of your event.

It is the desire of Fairplex to make your visit to our exposition complex a safe and enjoyable one. The Fairplex Safety Services Manager may be reached by telephone at (909) 865-4355 and is available to assist our customers with any questions or concerns that may arise.

THESE REGULATIONS WILL BE STRICTLY ENFORCED.

Fire Lanes:

All agreed-upon fire lanes throughout Fairplex grounds shall be a minimum of twenty-six **(26)** feet in width, and all corners **(90 degrees or less)** shall be a minimum of thirty-two **(32)** feet in width. Access and egress routes shall be maintained so that crowd management, security, fire and emergency medical personnel shall be able to move without undue hindrance at any time to any individual.

A fire lane shall be maintained on Pepper Street between Palm Drive and the service road - this will encompass the area between Expo Hall #6 & Expo Hall #7, and Expo Hall #5 & Expo Hall #8. Access shall be allowed for fire equipment in order that all portions of a building can be reached within one hundred and fifty **(150)** feet or less.

ALL FIRE HYDRANTS AND FIRE DEPARTMENT SPRINKLER HOOK-UPS SHALL BE ACCESSIBLE AND UNOBSTRUCTED AT ALL TIMES.

Parking:

Parking is allowed in established public parking areas only, except during move-in/move-out periods. During move-in a vehicle may only be parked inside Fairplex grounds long enough to unload and must display the proper move-in/move-out credential. It must then be moved immediately to a public parking lot. During move-out a vehicle may only access the ground at the designated time as indicated on the move-in/move-out credential. A vehicle may only park inside Fairplex grounds long enough to load. No vehicles may be driven inside exhibit buildings during move-in or move-out.

ALL FIRE LANES SHALL BE MAINTAINED AND UNOBSTRUCTED AT ALL TIMES.
AT NO TIME IS PARKING ALLOWED IN THE FIRE LANES.

VEHICLES PARKED IN FIRE LANES WILL BE TOWED AWAY AT THE OWNER'S EXPENSE.

Flame Proofing:

All flammable and decorative materials such as tablecloths, backdrops, straw, tarps, etc. must be flameproof when being used in a public assembly building or event. All flame proofing must be done prior to the material being installed on Fairplex premises.

For flame proofing materials and information you may contact the following companies:

The Paint Bucket

1015 West Holt Avenue
Ontario, California
909 983-2664

California Flame Proofing Company

170 North Halstead Street
Pasadena, California
626 792-6981

Tents & Canopies:

Los Angeles County Fire Department requires a permit be issued for all tents over two hundred **(200)** square feet and all canopies over four hundred **(400)** square feet. All canvas coverings must be flameproof and a State certification certificate must be attached. No tents or tarps are allowed inside exhibit buildings (this includes all EZ Up-type tents). “No Smoking” signs shall be placed in conspicuous locations inside and outside tent locations. No open flames are allowed in or adjacent to any tents or canopies.

No tents, canopies or roof structures will be allowed in any of the buildings with sprinklers during shows and events.

Exception: Boats, vehicles and similar exhibited products will be allowed with prior approval of the Los Angeles County Fire Department.

Temporary Structures/Stages

All temporary structures and stages require approval from the City of Pomona Building and Safety Department. Approved detailed schematics showing engineering and construction elements of the structure must be submitted to COP building and Safety after the submission of floor plans to Fairplex and LA County Fire Department has been stamped and approved by LA County Fire.

Combustible Trash:

All combustible trash must be removed daily. There is no combustible trash storage allowed behind any of the displays (inside or outside the buildings).

Flammable Liquids:

Under no circumstances may flammable liquids be used in demonstrations or displays inside exhibit buildings. All outside demonstrations or display stands using or selling flammable liquids shall request and have the prior written approval of the Los Angeles County Fire Department and Fairplex Safety Services.

Liquefied Petroleum Gases:

Storage of liquid petroleum gases such as propane, butane, etc. is not allowed inside the exhibit buildings.

Liquid petroleum gas tanks may be used with outside displays or by running an approved line inside the building.

All liquid petroleum gas installations must have prior written approval by Fairplex Safety Services.

All liquid petroleum gas installations must have a permit issued by the Los Angeles County Fire Department prior to installation at Fairplex.

Open Flame Devices:

No open flame devices (candles, flame starters, torches, etc.) shall be allowed inside exhibit buildings during events.

Exception: Any exception to this requirement must first be reviewed and approved in writing by the Fairplex Safety Services Department and then forwarded to the Los Angeles County Fire Department for their approval.

Smoking:

All exhibit buildings at Fairplex are smoke-free buildings at all times. “No Smoking” signs are posted at the entrances of all exhibit buildings.

Aisles and Exit Paths:

All aisles and exit ways are to be kept clear at all times. No storage, trash, booths or any items connected with a booth may intrude into an aisle or exit way.

- Aisles are to be a minimum of ten **(10)** feet in width.
- Inside all buildings, a twenty **(20)** foot clearance is to be maintained in front of all entrance and exit doors.
- The center exit aisle in Building #4 shall be maintained at forty **(40)** feet in width during all events. Aisles leading to each exit shall be required. The aggregate width of such aisles shall be equal to at least the required width of each exit.

Exception: Any exception to this requirement will first be reviewed and approved by the Fairplex Safety Services Department and then forwarded to the Los Angeles County Fire Department for their approval.

- A twenty **(20)** foot cross aisle must be maintained at both the north and south ends of Building #4 where the exit doors are located.
- Buildings #5, #6, #7 & #8 must maintain a twenty **(20)** foot cross aisle, the width of the exit doors, in the center of each building.
- No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with visibility of any required exit sign, nor shall any display block access to firefighting equipment. Exit doors may not be blocked by

tables, tape, decorative rope, chains or any other item that may hamper their use when the building is occupied.

On the exterior of exhibit buildings, the width of all required exit doors must lead to a public access way and be unobstructed for a minimum of fifty **(50)** feet.

Seating:

When setting up chairs, the following regulations must be followed:

A maximum number of fourteen **(14)** chairs may be placed in a row when served by aisles on both sides.

- A maximum number of seven **(7)** chairs may be placed in a row when served by an aisle on one side only.
- All chairs must be ganged or attached to prevent tipping.
- Minimum aisle width between rows of chairs is forty-four **(44)** inches.

Fire Hoses & Extinguishers:

All fire hose cabinets, fire extinguishers and electrical cabinets shall be accessible and unobstructed at all times. Red lines are painted on the floor around some of the fire hose and electrical cabinets as a reminder. The buildings are equipped with basic extinguishers; however, if you are conducting an operation which requires specialized fire extinguishing equipment, such as welding, painting, liquid petroleum gases, flammable liquids, etc., you must provide your own fire appliances. Fairplex Safety Services and the Los Angeles County Fire Department prior to installation must approve any such operations in writing.

Electrical Wiring:

All electrical installations shall conform to the National Electrical Code - New Edition. The use of over-length extension cords is not permitted. All extension cords must be a minimum of 12-gauge wire and be U.L. approved. Electrical cords in walkways or aisle are not permitted. Installation and distribution of electrical services must be performed by a Fairplex approved electrical vendor. Contact your Event Manager for a list of approved vendors. Fairplex must approve all electrical installations on Fairplex grounds.

Electrical Sub-Panels:

A thirty **(30)** inch access must be maintained in front of all electrical sub-panels. Access to all electrical panels must be maintained at all times.

Display Vehicles:

All vehicles on display inside exhibit buildings shall have their tanks locked and sealed in an approved manner to prevent the escape of flammable liquid vapors. Fuel tanks shall not be more than one quarter full or contain more than five **(5)** gallons of fuel, whichever is less. At least one battery cable shall be disconnected and then taped. Fueling or de-fueling of vehicles shall be prohibited inside of exhibit buildings. Vehicles shall not be moved (driven) during the hours the show is open to the public.

Cylinder Storage:

All compressed gas cylinders must be secured to prevent tipping. An approved dolly must be provided for each tank located inside a building.

Food Preparation:

Cooking shall not be allowed inside the exhibit buildings, except in approved stands or structures. No frying or cooking shall be allowed inside exhibit buildings unless the stand is equipped with an automatic sprinkler system, an approved hood protection system, and a minimum of one **(1)** forty **(40)** BC-type first-aid fire appliance.

Exception: Any exception to this requirement must first be reviewed and approved in writing by the Fairplex Safety Services Department and then forwarded to the Los Angeles County Fire Department for their written approval.

Portable concession stands, located on the interior of exhibit buildings, shall be allowed on a case-by-case basis. A Los Angeles County Fire Department permit may not be required for portable non-cooking concession stands less than one hundred **(100)** square feet separated by ten **(10)** feet from any permanent cooking stand. A distance of no less than one hundred **(100)** feet shall separate any additional non-cooking concession stand or booth.

Exception: Exceptions will be allowed only after a life safety evaluation has been completed either by Fairplex Safety Services Department and/or the Los Angeles County Fire Department. Persons acceptable to the authority having jurisdiction shall perform the life safety evaluation. The life safety evaluation shall include an assessment of safety measures for the following conditions and related appropriate safety measures, (a) Nature of the event and the participants and attendees, (b)

Access and egress movement including crowd density problems, (c) Medical emergencies, (d) Fire hazards, (e) Permanent and temporary fire appliances, (f) Severe weather conditions, (g) Civil or other disturbances, (h) Relationships among facility management, event participants, emergency response agencies and others having a role in the event accommodated in the facility.

Life safety evaluations shall include assessments of both building systems and management features upon which reliance is placed for the safety of the facility occupants.

Section 4

California State Board of Equalization

Any organization that generates sales at Fairplex is required by Regulation 1802 of the California Uniform Local Sales and Use Tax law to accurately report those taxable sales at Fairplex to ensure that the City of Pomona receives the correct amount of Local Sales Tax. See the reference section for an information guide and copies of the proper forms from the California State Board of Equalization.

If your sales are ordinarily subject to sales tax, then you are required by the California State Board of Equalization to have a valid California Seller's Permit. In addition, if you have a valid Seller's Permit, but it does not list Fairplex, you are required by law to designate Pomona as the location for the 1% Local Sales Tax generated from the event on the State Board of Equalization's BT-530-B Local Tax Allocation Form for Temporary Sales Locations, and include it with your Sales and use Tax Return payment. Please

note that the State Board of Equalization will compensate the City of Pomona, this is not an additional tax. The 1% Local Sales Tax is distributed to the city where the sale occurred, when reported properly.

If you have an existing permit for multiple locations in different cities, you may indicate your sales at the event on your Schedule "C" Allocation Form that is normally provided with your Sales and Use Tax Return.

If you are a repeat seller in Pomona, you may use the BT-530-B Local Tax Allocation Form for Temporary Locations to inform the California State Board of Equalization that Fairplex should be converted to a permanent sales location. Your Sales and Use Tax Return will then reflect this location for future reporting ease.

The City of Pomona, in cooperation with the California State Board of Equalization, is monitoring the 1% Local Sales Tax allocations from Fairplex and may contact sellers if allocations are not reported or if more information is needed.

Show Promoters are required to have written certification that all sellers have a valid California Seller's Permit; and to ensure that all sellers that need the BT-530-B Local Tax Allocation Form for Temporary Locations receive it prior to the event. (This includes all sellers whose resale numbers start with "SR" unless their permanent place of business is already located in Pomona).

Show Promoters and Exhibitors can contact the State Board of Equalization at 1521 W. Cameron Ave., Suite 300 West Covina CA, 91790, (626) 480-7200, to obtain the required BT-530-B Local Tax Allocation for Temporary Sales Locations Form and other tax information.

Section 5

Concessions

Fairplex has a contractual agreement with Master Concessionaire, Ovarions Fanfare, L.P. d/b/a Oak View Group & Hospitality to be the exclusive provider of concession services at ALL events produced at Fairplex. See your contract, clause #12 for additional information in this regard; please refer to the reference section at the end of this packet.

Promoters must complete the form entitled "Fairplex Food and Beverage/Product Demonstration Regulations" and return it to their Event Manager. By signing this form you are agreeing to abide by all the regulations mentioned on that form. Concession locations are identified on all building floor plans. These areas are reserved for the placement of concession stands. When outdoor locations are to be used, Fairplex will work with you to determine the appropriate placement of concessions stands. In most cases this will be determined by the proximity of utilities. The placement of concession stands is solely at the discretion of Fairplex.

Catering

Sheraton Fairplex Hotel and Conference Center is the exclusive provider of catering services at Fairplex. No food or beverage items may be served or provided by a caterer, restaurant, hotel, individual or operator other the Sheraton Fairplex Hotel. Catering is defined as the provision of a full service meal where the patrons are served either at tables or from a buffet line. Fairplex will require the Licensee to remove anyone in violation of this rule Failure to do so can result in a penalty of up to \$7,500.00 per

infraction, per day, payable by Licensee per clause 13 of your contract. See clause 13 of your contract for further information on this subject.

Section 6

Shipping Instructions

In an attempt to reduce the risk of mishandled freight the following procedure should be followed:

- Contact your Event Manager or your contracted show decorator to determine what the procedures are for freight handling and drayage.
- Do not ship anything directly to FAIRPLEX without obtaining approval from the assigned Event Manager first.
- Freight arriving earlier than the first move-in day will be refused and sent back to its point of origin. This freight must be accepted by the designated recipient, their show representative, or the contracted show decorator. It is the responsibility of show management and/or the contracted show decorator to pick-up any UPS/Fed-Ex packages delivered to the Fairplex administrative offices or warehouse.
- All exhibit material must be removed from exhibit hall prior to conclusion of contracted move -out time.

- Show management/exhibitors are responsible for shipping of freight/exhibit materials after events. Any material left in a show area after the termination of the contacted move-out time will be considered abandoned.
- FAIRPLEX is not responsible for lost or damaged freight.

Section 7

Media, Advertising and Communications

Fairplex has many resources available to licensees to assist them in the promotion and advertising of their event. Contact the Fairplex Communications Department at (909) 865-4262 for more information on understanding the complex media markets here in the greater Los Angeles area.

Many licensees elect to take advantage of the highly visible, electronic freeway sign located adjacent to Interstate 10. This program has proven to be very successful for many of our events. See the reference section for additional information on how to take advantage of this popular resource. Also in the reference section is the media information questionnaire.

Promoters must complete the form, Media Information Questionnaire, located in the reference section. Form must be returned to our Communications Department. This form allows Fairplex to add your show information to our event calendars and listings.

Lastly, we ask that you take a look at Market Reach for additional information on how Fairplex can assist in marketing your event. Further, when marketing your event use the location name "Fairplex" or "Fairplex in Pomona". We ask that you not use "Los Angeles

County Fairgrounds” as an identifier for our facility. If you have any questions regarding proper logo usage and verbiage related to Fairplex, please contact the Marketing Department at (909) 865-4261.

Services

Fairplex can provide many of the services promoters need to successfully manage their events. From Electrical, IT to General Labor, Fairplex has the resources to assist any show manager. Since Fairplex is also the promoter of the largest County Fair in the nation, we have developed the experience necessary to produce a successful event. Refer to the reference section, for a list of some of the services we can provide. If you are in need of a service that is not listed, just ask your Event Manager, he or she will be able to direct you to the proper staff member best suited to assist you.

Fairplex Drone Policy

The Los Angeles County Fair Association (LACFA), owner/operator of Fairplex, has established the following Drone Policy for the Fairplex property:

A Drone or Unmanned Aerial Vehicle (UAV) is defined as a “powered, aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a payload.”

In order to ensure the safety of all patrons at Fairplex, drones are allowed on the property with the following requirements:

- Drones are not allowed inside any Fairplex facility during load in, show hours, and/or load out without the express written consent of the LACFA.
- Drones are not allowed outside any Fairplex exhibit halls on the property without the express written permission of the LACFA.

If the Lessee would like to use a drone, a written request must be made 30 days in advance of the first show day and will need to be submitted to the Event Manager designated for the event at Fairplex for review and approval. The following will need to be included within the written submittal:

- Name of the pilot operating the drone
- All operators must show proof of a current FAA/UAS operator certificate
- Designation of a fly zone must be within the Licensee’s contracted approved rental space.
- Pilot’s experience level and other events he/she has flown the drones
- Type of aircraft (Quad Copter, Helicopter, Airplane, etc.) and make and model
- Frequency used
- Proposed payload and payload weight
- Time(s) the drone will be in operation
- Location(s) the drone will be operated
- If a Lessee would like to attempt to fly the drone outside of the contracted exhibit hall, the FAA approval must be secured prior to the event and presented to Fairplex Management.

Lessee is liable for any and all damages to persons, property, and any litigation arising from the use of drones or UAVs operating on Fairplex property or in any Fairplex exhibit hall.

LACFA and its employees shall be held harmless as a result of any operation of a drone or UAV on or in and Fairplex facility.

FAIRPLEX

Fairplex Food and Beverage/ Product Demonstration Policy

Companies offering food and beverage samples or using food and beverages in their demonstrations at Fairplex must follow these regulations:

1. Fairplex has a Master Concessionaire, Ovations Fanfare, L.P. d/b/a Spectra Food Services & Hospitality has an exclusive contract to be the only Food Concessionaire at any Fairplex event. No company other than Ovations Fanfare, L.P. d/b/a Spectra Food Services & Hospitality may cook, sell, give away or distribute prepared or packaged food and beverages at Fairplex without written permission from Fairplex. If you have any questions about this, please contact the Event Manager assigned to your event.
2. Show Management may not serve food to staff or exhibitors at any time without written permission from Fairplex.
3. Companies who wish to sell packaged food that is not consumable on-site (ie. Jams, jellies, spices, gift packs) may do so. However, companies who wish to sell pre-package food that can be consumed on site (ie. Jerky, candies, nuts) must obtain approval from Fairplex in advance and pay a \$200 fee made payable to Fairplex. Any company selling unauthorized food that is consumable on-site will be removed from the grounds immediately or be subject to stop selling until the fee is collected.
4. Companies providing samples must comply with all rules and regulations set forth by the County of Los Angeles Department of Health Services, L.A. County Fire Department and Fairplex.
5. Food demonstration stands, inside building need to be on easily cleaned surface like concrete or vinyl floors. **No carpet is allowed.**
6. Commissaries located in the North East end of building 5, 6, 7, 8 & 9 must be used for all clean-up of utensils.
7. Disposal of waste must be done in proper waste containers located around the Building. If you cannot locate a waste container, contact your show promoter. Non-compliance with this can result in the revoking of your sampling permit. **Do not throw waste in the bushes.**
8. Different containers shall be used to hold cooked and uncooked products and shall be cleaned after each use.
9. Food demonstrators shall provide a sneeze guard to prevent food contamination if samples are given.
10. No common sampling from bowls will be permitted. Individual cups for products must be provided.
11. All prepackaged food items need labels that list product ingredients and weight.
12. Beverage samples are limited to no more than a 2oz. serving.
13. Unpackaged food samples are limited to no more than a 2oz. serving or "bite size."
14. The sale, distribution, or sampling of alcoholic beverages on Fairplex property is tightly regulated. Any entity that wishes to sell, distribute, or sample alcoholic beverages must have written approval from Fairplex.
15. Sampling must not congest aisle ways.
16. **A written list of items to be sampled must be submitted 30 days prior to Fairplex for approval.**
17. Items disbursed are limited to products manufactured, processed or distributed by exhibiting company.
18. Products that are found to be offensive to Fairplex Management and/or the surrounding community will be asked to be removed from the event.
19. \$1 million liability, original certificate of insurance naming as additional insureds, Cornucopia Foods, LLC, Ovations Fanfare L.P. d/b/a Spectra Food Services & Hospitality, Los Angeles County Fair & Exposition Complex, Los Angeles County Fair Association (Fairplex) and the County of Los Angeles as co-insured must be provided including event date(s).

I have read and agree to abide by the above "Fairplex Food and Beverage/ Product Demonstration Regulations"

SHOW MANAGER: _____
Event: _____
Date: _____

FAIRPLEX

Los Angeles County Health Department Information Food Sampling and Food Demonstration Requirements

1. All food except packaged, wrapped or bottled foods must be protected at all times from customer contamination, flies, dust and dirt. Demonstrators, when offering food to customers, shall at all times remain within the confines of the exhibit booth. Offering food from an unprotected tray or plate will not be tolerated.
2. At consumer shows, food or beverage items cannot be used as “traffic promoters” (i.e. candy, popcorn, coffee) when not directly related to company’s purpose or business.
3. Food in the process of being heated, chilled, compounded or displayed must be protected at all times from customer contamination, flies, dust, dirt, etc., by panels of glass, plastic or other material acceptable to the Health Officer.
4. Food for sampling by customers shall not be offered from a common bowl, containers or tray where the customer’s hands could come in contact with the food on display.
5. Foods that are offered **hot**, and which are capable of supporting the growth of bacterial organisms, shall be maintained at a **temperature of 135 degrees F or greater at all times**. Each stand must have at least one probe thermometer to test for proper cooking and holding temperature. Steam tables should not be used for cooking or defrosting- defrosting should only be performed in the refrigerator.
6. Foods that are offered **cold**, and which in the opinion of the Health Officer are capable of supporting the growth of pathogenic organisms shall be maintained at a **temperature of 41 degrees F or lower at all times**.
7. Ice to be used for human consumption shall be delivered to the food sampling stands in approved bags or packages and must be stored in an approved manner.
8. All food mobile vehicles must be inspected by the staff of the food and beverage department before the facility becomes operational.
9. All implements, tools and equipment must be National Sanitation Foundation (NSF) approved, kept in a clean and sanitary condition, and in good repair at all times.
10. The food demonstrator when handling foods shall use tongs, spatulas or other suitable implements. **Hand contact with the food should be kept to the absolute minimum.**
11. No exhibit of unpackaged or unprotected food shall be exposed or left unattended at any time. **No food or food product shall be stored within six inches of the floor.** Racks, shelves or palettes shall be supplied when needed.
12. Containers equipped with tight fitting lids or covers shall be provided for refuse, and exhibits shall be kept clean and sanitary. Where tanks, icers or other apparatus are used, adequate and sanitary drainage facilities must be provided.
13. All food handlers shall wear clean, washable garments (preferably short sleeved) and headbands, hairnets or caps that confine the hair. Hands of the operators shall be free of cuts, sores and bandages and shall be kept clean at all times.
14. No food handler suffering from a communicable disease shall be permitted to prepare or handle food. While engaged in the handling of food, operators shall not smoke or use tobacco.

All requests of the County Health Department shall be complied with promptly, and no exhibit shall operate unless authorized to do so by the Health Officer. Any variances from these requirements must be approved in writing from the Health Department.

For further assistance or questions concerning these rules and regulations, contact:

District Environmental Services-Pomona District
1435 West Covina Pkwy, Room 25
West Covina, CA 91790
626-813-3380



City of Pomona —Building and Safety Division

Temporary Stage Requirements

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR APPROVAL:

PLAN CHECK:

- (2) Site plans showing the location of the stage and the stage dimensions.
- (2) Elevations
- (2) sets of structural calculations and details.
(stamped and signed by a California State License Engineer)
 - * *Calculations must include: Gravity Design, Seismic Design, & Wind Design (if stage is outdoors)*
- ADA Access with dimensions and slopes of ramps or accessible lift
- Authorization letter from Los Angeles County Fairplex for purchase of permits.
- Submittal of plans should be turned in at least **THREE** weeks prior to the event. Turnaround dates for plan check is **14** calendar days for the first submittal and **7** calendar days for resubmittals.
(Plans submitted within 14 or less days are subject to Expedite fee of \$1800.00.)

PERMIT:

- Plan approval and permit must be obtained by the Thursday before the event.
- Plan check submittal and approval does not constitute a permit. A building permit is required after plan approval. Upon issuance of a permit, a job card will be issued.
- Inspections are conducted Monday-Thursday.
(Any inspections requested for Fridays or Saturdays will require prior approval and additional fees will apply. We recommend to check on "After hours" inspector availability as soon as possible.)
- Prior to permit, plans must be stamped approved by the Fire Department.
(Located at 1061 Grand Ave, Diamond Bar 909-620-2216)

It is the responsibility of the Contractor/ Owner/ Applicant to schedule and confirm inspection.

It is encouraged to confirm inspection the Thursday before an After Hour Inspection.



COUNTY OF LOS ANGELES FIRE DEPARTMENT

FIRE PREVENTION DIVISION

TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES PERMIT REQUIREMENTS

Appendix Chapter 1, section 105 of the Los Angeles County Fire Code states that permits required by the Fire Code shall be obtained from the fire code official. An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400 square feet (37 m²). See Chapter 24 for complete requirements. Additional requirements may be applicable.

General. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with this section and California Code of Regulations, Title 19, Chapter 2. Permanent tents, canopies and membrane structures shall also comply with the California Building Code.

Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

Construction documents. A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

Access. Fire apparatus access roads shall be provided in accordance with Section 503.

Location. Tents, canopies or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure, tent or canopy.

Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

Means of egress. Means of egress for temporary tents, canopies and membrane structures shall be in accordance with Sections 2403.12.1 through 2403.12.8. Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit. Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2. The total width of means of egress in inches (mm) shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person.

Exit openings from tents. Exit openings from tents shall remain open unless covered by a flame-resistant curtain.

Exit signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.

Flame propagation performance treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents; canopies and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located.

Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

Fireworks. Fireworks shall not be used within 100 feet (30 480 mm) of tents, canopies or membrane structures.

Clearance. There shall be a minimum clearance of at least 3 feet (914 mm) between the fabric envelope and all contents located inside the tent or membrane structure.

Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

Heating and cooking equipment. Heating and cooking equipment shall be in accordance with Sections 2404.15.1 through 2404.15.7.

Display of motor vehicles. Liquid- and gas-fueled vehicles and equipment used for display within tents, canopies or membrane structures shall be in accordance with Sections 2404.18.1 through 2404.18.5.3.

Separation of generators. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Additional
Requirements _____
Rev.01/09



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT INFORMATION

Public Assemblages and Events, Section 403, of *Los Angeles County Fire Code* (Title 32) states:

Fire watch personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. (403.1)

Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures. (403.1.1)

Public safety plan. In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety. (403.2)

Contents. The public safety plan, where required by Section 403.2, shall address such items as emergency vehicle ingress and egress, fire protection, emergency egress or escape routes, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event. (403.2.1)

Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler or based upon the nature of the event. (403.3)

Fire safety officers and advisors. When in the opinion of the fire code official, it is necessary for the preservation of life or property, due to the hazardous nature of an event, production, operation or function, the fire code official shall require, the owner or lessee to employ or cause the employment of one or more approved fire safety officers or advisors, to be on duty at such place during the hazardous activity. (403.4)

The information above states general Fire Code permit requirements. Additional specific requirements may be set by the fire code official after reviewing the application for a permit and subsequent field inspection. Application for a permit required by the Fire Code should include enough detail information such as a statement, plot plan, drawings, photos, lists, technical specifications, and applicable approval from other agencies in order to show compliance with Fire Code requirements.

Rev. 5/14



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT DECLARATION

FIRE DEPARTMENT APPROVAL FOR A PUBLIC ASSEMBLAGE OR EVENT AS REGULATED IN SECTION 403 OF THE LOS ANGELES FIRE CODE (TITLE 32) REQUIRES DETAILED INFORMATION TO BE SUBMITTED IN ORDER TO CHECK FOR APPLICABLE REGULATIONS.

Return this form along with a detailed letter and scaled plot plan describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested. Show distance from structures and parking areas. Show emergency vehicle access to the event and any other pertinent details relating to emergency and fire safety issues such as emergency exiting, seating plans, fire hydrant location, fire sprinkler connections, generators, tents, carnival rides, floats, cooking areas, combustible brush and grass, parking, fencing, barricades, and structures, etc., involved in or affected by the event.

Type of event: _____

Location of event: _____

Date/time of the event: _____

Promoter: _____

On-site responsible person: _____

Contact information: _____

Expected total attendance: _____ Average attendance: _____

- | | | |
|--------------------------------------|--|---|
| Medical services provided at event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number and qualification on letter. |
| Providing security personnel? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number and company name on letter. |
| Using flammable liquids or gas? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Amount and location state on plan/letter. |
| Using temporary structures? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number/size shown on plan/letter. |
| Using cooking/heating equipment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Show on the plan/letter. |
| Altering access roads or Bldg exits? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Show on the plan/letter. |
| Using fireworks or pyrotechnics? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Show permit and license/letter. |
| Using open flame devices or fire? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Show on plan/letter. |

If you answered yes to any of the above questions, please include detailed information about each item in your declaration letter and show details on the plot plan. Additional information may be requested by the Fire Code Official.

Signature

Date

Date:

To: Los Angeles County Fire Department

This event declaration letter is regarding

held at Fairplex on

- **Event Description:**
- **Date & Time:**
- **Event Information:**
- **Medical Services # of Personnel and Type:**
- **Security Company Name & # of Personnel:**
- **Amount of Flammable liquids or gas:**
- **Temporary Structures(amount and size):**
- **Fireworks and/or Pyrotechnics Details:**
- **Access roads and Building Exit Details:**
- **Open flame or Fire Details:**
- **Emergency and Fire Safety Details:**
- **Seating Plan Details:**
- **Fire Hydrants and Sprinkler Connection Locations:**
- **Generator and Tent Details:**
- **Cooking Area(s) Details:**
- **Combustible Brush and Grass:**
- **Parking Details:**
- **Fencing and Barricades:**
- **Event Manager Contact Information:**

Sincerely,