



EXHIBITION: MARCH 14-16  
EDUCATION: MARCH 13-15

KAY BAILEY HUTCHISON  
CONVENTION CENTER  
DALLAS, TX

# Indoor Burn Requirements

*These requirements are in addition to the HPBExpo 2019 Trade Show Rules & Regulations, published in the Exhibitor Service Manual.*

## GENERAL REQUIREMENTS

- Exhibitors must complete an **Indoor Burning Request Form** and submit along with a drawing of their indoor exhibit booth with burning appliance locations clearly marked to HPBA show management no later than **December 31, 2018**; updates to original plans are permitted.
- Exhibitors must be ready to provide information certifying that each appliance is safety tested in accordance with all applicable standards and listed for the intended use of the appliance. Requests to display and operate prototypes of appliances that have not yet been fully tested and listed will be reviewed if the exhibitor submits all of the relevant design and operational information to HPBA show management along with the forms mentioned above.
- Exhibitors are only allowed to burn **natural gas or alcohol fueled appliances** inside the exhibit hall. Natural gas appliances must be located within the specific burn areas as designated by Show Management and KBHCC. Natural gas is dropped from ceiling in Hall C; and is accessible from floor pockets in halls A and B – **floor pocket must be within assigned booth space**. NOTE: Gas lines CANNOT be run under carpet.
- Only natural gas appliances **approved for indoor use** may be burned inside the convention hall. No combustible oils, LP gases, or flames of any other type will be permitted in the exhibit hall, except **approved alcohol-fueled burning appliances**. Violators will have fuel confiscated and will face consequences of possible booth closure, possible barring from future shows, and/or loss of priority points.
- **PROPANE IS NOT ALLOWED IN THE INDOOR EXHIBIT HALL.** Tanks will be confiscated.
- **COOKING IS NOT ALLOWED** on or in any appliance in an indoor booth, regardless of the fuel source.
- All exhibitors operating an appliance are required to have, as a minimum, a readily accessible **2A:40BC fire extinguisher**, with a **current state fire marshal validation**, at their booth. It must be located no more than 30' from operating appliances. If the 30' requirement cannot be met with one extinguisher, additional extinguishers are required.
- Appliances with an exposed flame (natural gas or alcohol-fueled) must face **into** the booth if they are located less than **3 feet** from the show floor aisles. Appliances with an exposed flame that cannot face into a booth (i.e.: appliance with no defined "back and sides") must be located at least **3 feet** from the show floor aisles. All burning appliances must be visually monitored by exhibit staff when operating.
- All new products must be pre-burned in advance to eliminate startup odors.
- Exhibitors will be allowed on the show floor prior to show opening each day and will be expected to have their appliances operating successfully prior to the start of the exposition each day. Access will be given to exhibitors **at 7:30am on Thursday, March 14, and at 8:30am on Friday, March 15 and Saturday, March 16.**
- All appliance installations must comply with applicable codes. Maintain clearances to combustibles as stated in your appliance owner's manual for your appliance and vent pipe. This manual must be available upon request during any inspections.
- Indoor air quality will be monitored. If air quality exceeds OSHA standards, equipment will be shut-down until air quality is satisfactory.
- A state or city official is at liberty to come through your booth to inspect every appliance. They may want to see certification labels and owner's manuals for operating appliances.

*\*KBHCC = Kay Bailey Hutchison Convention Center*

- Periodic inspections may be performed throughout the day for the purpose of ensuring proper operations and safeguards are in place.
- Both HPBA show management and the KBHCC reserve the right to order any exhibitor to discontinue firing an appliance.

#### **FUEL SPECIFIC – NATURAL GAS**

- Exhibitors requesting to burn a natural gas appliance must also submit a natural gas connection **order form** to KBHCC, available in the 2019 Online Exhibitor Service Manual.

Exhibitors are allowed a maximum of **one (1) natural gas connection** to **one (1) appliance** for each **400 square feet** of booth space rented. Each natural gas connection must be made **directly to a single appliance and cannot be split or changed out between appliances at any time**. Exhibitors are not permitted to have more connections than the number of allowable burning units, nor are they permitted to have more burning units than the number of their connections. Example: a 20x20 booth is allowed 1 connection for 1 appliance; a 20x40 booth is allowed 2 connections for 2 appliances; a 30x30 booth is allowed 2 connections for 2 appliances. **Exhibitors violating the maximum number of appliances connected and burned will be disconnected from the natural gas source and their exhibit booths will be shut down.**

- Only the original appliance that was inspected and approved prior to the show opening may be used. Extenuating circumstances that require an appliance change out must be approved by HPBA show management and the KBHCC.
- All natural gas appliances must be either vented or certified vent-free. Vent pipe must extend up **at least 18 ft.**, measured from the floor.
- Operating natural gas burning appliances must be at least **10' from all neighboring booths**.
- Each natural gas appliance must have a readily accessible gas shut off valve **within 6 ft.** of the appliance. This valve must be closed at the end of each business day.
- Your gas connection and leak check will be completed on a “First ready, First served” schedule. All natural gas piping will be installed by the designated show plumbing contractor. (Ref. KBHCC Service Order Forms). Once appliances are ready in your booth, you will need to contact KBHCC staff to be scheduled for appliance connection(s) to the main gas line. Be prepared to provide the appropriate appliance connectors and shutoff valves, as needed. The KBHCC will have staff available for scheduling.

#### **FUEL SPECIFIC – ALCOHOL**

- Exhibitors requesting to burn alcohol or ethanol fuel will have fuel storage limited to **2 gallons per 100 square feet** of booth space. If an additional amount of fuel needs to be stored, exhibitors may rent accessible storage space from Freeman for an additional fee. Visit the Freeman Exhibitor Service desk onsite in the exhibit hall to arrange for this service.

**All exhibitors burning an appliance inside the exhibit hall must attend the mandatory burn meeting on Wednesday, March 13, 2019 11:00am in **Room A201/202** of the KBHCC.**

#### **UPDATES MAY OCCUR TO THIS DOCUMENT.**

**If any changes to Indoor Burn Requirements are made, we will inform you immediately.**