



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

KAY BAILEY HUTCHISON
CONVENTION CENTER
DALLAS, TX

Outdoor 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 **Outdoor Burning Request Form** and submit along with a drawing of their outdoor exhibit booth with burning and/or cooking 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 and KBHCC* along with the forms mentioned above.
- All outdoor burn area exhibitors are required to have 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.
- All food items (raw or prepared) and beverages must be ordered from the official caterers for the HPBExpo Outdoor Burn Area (see Exhibitor Service Manual). All alcohol must be ordered from and served by the caterer.
- Exhibitors will be allowed into the Outdoor Burn Area 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 to exhibits will be given to **OUTDOOR exhibitors only at 7:30am** on each show day (indoor exhibitors may access the indoor show floor at 8:30am on Friday/Saturday). Electrical service, if ordered, will be turned on at this time.
- 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.
- 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.
- 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 for various reasons, including, but not limited to appliances creating excessive smoke.
- Excessive storage of materials is prohibited. HPBA show management reserves the right to require exhibitors to remove excessive storage items. No combustible waste can be stored within 30 ft. of a tent, canopy, or other structure.
- All exit ways and ingress ways will be maintained clear of obstructions at all times.
- **Extinguish all fires at the end of each day.**
- Dump all ashes in designated ash barrels. **NEVER DUMP ASHES IN TRASH CANS.**
- Operating appliances must be attended during their operation.
- Exhibitor-supplied electrical generators are not allowed. Electricity must be ordered through KBHCC.

**KBHCC = Kay Bailey Hutchison Convention Center*

TENTS AND CANOPIES

- **Staking is not allowed.** Tents and canopies must be secured with weights such as water barrels, jersey barriers, sandbags, or the like. *Tents and tent weights are available for rental through Freeman.*
- All tenting must be flame retardant with either a **NFPA 701** OR **California State Fire Marshal** Flame Retardant Certification. Tents or canopies may not be erected without at least one of these certifications.
- Exhibitors displaying outdoor fire pits must operate them outside of booths, tents, or canopies, and **within their contracted exhibit space.**
- Fully enclosed booths must have a minimum of 2 exits. Tent exits shall be clearly marked.
- “No Smoking” signs must be conspicuously posted inside each tent.

FUEL SPECIFIC – PROPANE

- HPBA show management will supply filled propane tanks. Exhibitors are responsible for supplying the appropriate hoses for connection. Propane tanks in use must be secured.
- Propane tanks that are not in use will not be allowed inside booth space. All unused tanks must be stored in areas designated by HPBA show management.
- Each propane appliance must have a readily accessible, approved shut off valve installed within 6 ft. of the appliance.
- All propane appliances are to have fuel shut off at the end of each day by the exhibitor.

FUEL – OTHER

- HPBA show management will supply and replenish propane tanks, cord wood, pellet fuel, and/or charcoal fuel to exhibitors who have submitted an Outdoor Burning Request Form requesting such fuel in advance (by December 31, 2018).
- Kerosene must be stored in the HPBExpo fuel tent, not in a booth.

COOKING

- See separate file for additional requirements regarding cooking.

All outdoor burn area exhibitors must attend the mandatory burn meeting on Wednesday, March 13, 2019 at 11:00am in **Room A2 BALLROOM of the KBHCC.**

UPDATES MAY OCCUR TO THIS DOCUMENT.

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



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Outdoor Cooking Requirements

Exhibit Area

1. A nonabsorbent, smooth, easily cleanable work surface must be provided where food is prepared or handled.
2. The premises and all equipment shall be maintained in a clean and sanitary condition at all times.

Utensils and Equipment

1. Do not discard wastewater and other liquid waste, including waste from ice bins, drink bins, etc., onto the ground. HPBA show management will maintain a designated dish washing station and approved drain for exhibitor usage.
2. Exhibit areas shall be equipped with a **sanitizing bucket and sanitizer test strips**.
3. Exhibit areas shall be equipped with **stem thermometers** to check cook temperatures.
4. Exhibitors shall have a means to cover food on an open grill.

Food

1. Exhibitors shall coordinate **raw food** orders with the official Expo raw food caterer.
2. Cold foods must be 41°F or below; food held hot must be 140° or above.
3. Cooking temperatures: Seafood, fish, and eggs – 145°F; Ground beef and pork – 155°F; Chicken – 165°F.

Personnel/Hygiene

1. All food handlers must **wash their hands with soap** and water prior to the start of food preparation activities and especially after visiting the restroom, after eating, drinking or smoking, and upon entering the food preparation area.
2. **Plastic disposable gloves** must be worn at all times while in the food preparation area. Whenever practical, food handlers shall use suitable utensils to minimize hand contact.
3. Each booth must provide at least one **5-gallon container equipped with a spigot for dispensing water to be used for hand-washing purposes**. A **soap dispenser and disposable paper towels** shall be provided at the wash station. Waste water shall be collected in a receptacle and emptied in the dishwashing station/drain provided by HPBA show management. **Liquid hand sanitizer** must be utilized immediately after washing hands.
4. Do not eat, drink, or smoke in the food preparation area.

All Outdoor Exhibitors must attend the mandatory burn meeting on Wednesday, March 13, 2019 at 11:00am in Room A2 BALLROOM at the KBHCC.

Exhibitor Check List

1. Covered water containers with spigot
2. Liquid soap
3. Receptacle for retaining all waste water
4. Disposable paper towels
5. Liquid hand sanitizer
6. Sanitizing Bucket
7. Bleach
8. Sanitizer test strips
9. Stem food thermometer
10. Plastic disposable gloves
11. Spatulas, tongs, etc.
12. Cutting Boards
13. Plastic garbage bags
14. Adequate amount of preparation surfaces that are easily washable



Hand Wash Station Example

**All Outdoor Exhibitors must attend the mandatory burn meeting on
Wednesday, March 13, 2019 at 11:00am in **Room A2 BALLROOM** at the KBHCC.**