Gaylord Texan Resort & Convention Center
Exhibitor Services
1501 Gaylord Trail, Grapevine, Texas 76051
PHONE: 817-778-3680

FIRE MARSHAL PERMIT RULES & APPLICATION INFORMATION FOR EXHIBITORS

Any vehicle or equipment (such as, but not limited to lawn equipment, generators, etc.) which utilizes a fuel/power source (liquid or battery) entering the building for display MUST have a permit issued by the Grapevine Fire Marshal. Any heat-producing device (such as, but not limited to cooking/warming devices, heaters, dryers, coffee machines, heat presses, etc.) MUST have a permit issued by the Grapevine Fire Marshal. This document lists all requirements for a vehicle/equipment to be displayed inside.

Please read the following rules and regulations from the Grapevine Fire Marshal.

Complete the applicable highlighted information and return to your Show Management contact. They will gather all information and apply for the permit(s) with the Fire Marshal. Each exhibitor must complete the proper section of this document for each applicable vehicle, heat-producing device, or equipment to be permitted.

Show Management must then submit the complete list of items to the Fire Marshal **no later than 21 days** before the scheduled show move-in date and time, or those items will not receive a permit and will not be allowed into the building.

Permit Types

Please Read

The permit application must be filled out in its entirety, and submissions must be made no later than 21 days before the scheduled show move-in date and time. Please note that the deadline is strictly enforced, and late applications will not be accepted or approved by the Grapevine Fire Department. Completing this form does not guarantee entry into the Gaylord Assembly Hall. Approval is subject to compliance with the International and local fire code and/or ordinances of the City of Grapevine. The issuance or granting of a permit does not constitute approval of any violation of fire code provisions or city ordinances. Permits that presume authority to violate or cancel code provisions or other ordinances are not valid. The issuance of a permit based on provided information does not prevent the Grapevine Fire Marshal's Office from requiring corrections or denying entry into the assembly hall if deemed necessary for safety or code compliance. Incomplete or inaccurate applications will be denied. Gaylord Convention Hall staff reserves the right to deny entry without providing specific reasons.

Vehicle in Assembly

Vehicle Requirements-Liquid Fueled Vehicles

- Fuel in tank does not exceed ¼ tank or 5 gallons (whichever is least)
- The fuel tank filler cap shall be secured by the use of duct tape or other means to such an extent that it has been made difficult to remove. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- All batteries must be disconnected by disconnecting both negative and positive terminals. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.

A vehicle may have an alternate power supply connected if it meets the following criteria:

1. Building must be sprinkler protected.
2. Constant attendance at the vehicle during open show hours.
3. Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
4. During public display times, fuel systems and the starting circuits shall not be operable. i.e., fuses pulled or battery cables disconnected.
5. Vehicle must be placed in permanent location prior to inspection by Fire Marshal. Vehicles shall not be moved after inspection is complete.

Vehicle Requirements – Electric Vehicles

- State of Charge (SOC) is no greater than 30% capacity.
- Vehicles shall not be charged inside the structure.
- Demonstration or test driving is not permitted.
- Safety measures to lockout vehicles - PIN to Drive or Showroom mode shall be used to secure vehicles from being placed into gear.
- Vehicle must be placed in permanent location prior to inspection by Fire Marshal. Vehicles shall not be moved after inspection is complete.
- All vehicles must be pre-inspected by Exhibit Hall staff before it entering the building.

Ensure that fuel level or state of charge (SOC) complies with requirements before arriving to Gaylord Texan.

VEHICLE

Complete all highlighted fields for each vehicle and return to Show Management not later than 21 days before move-in date.

Show/Event Name: _____

Select Fuel Type: (circle) **Liquid Fuel** **Electric**

Vehicle Year: _____ **Vehicle Make:** _____ **Vehicle Model:** _____

Move-in Date/Time: _____ **Move-out Date/Time:** _____

Gaylord Room Location: _____ **Booth Number:** _____

Company Name: _____ **Applicant Name:** _____

Applicant Phone Number: _____ **Applicant Email:** _____

If Applicant is Not the Same as Onsite Contact:

Onsite Contact Name: _____ **Onsite Contact Phone Number:** _____

By signing below, I acknowledge that I have read and understand the rules set above:

Print Name: _____ **Signature:** _____

Cooking/Heating Appliance

Please Read

Any heat-producing appliance must obtain a permit before entering an assembly, including but not limited to stoves, ovens, coffee makers, microwaves, griddles, deep fryers, toasters, slow cookers, rice cookers, hot plates, or sandwich makers.
All appliances or activities generating grease-laden vapor must be equipped with either an approved ventilation system directed outside of the building or a filtering system UL listed for grease-laden vapor removal. Deep fat fryers must additionally feature an automatic fire suppression system, including a ventilation hood. A Class K fire extinguisher is mandatory for flammable cooking liquids such as cooking oil or grease. A 2A10BC fire extinguisher must be present within 25 feet of any permitted appliance. Upon request, documentation including specification sheets may be required for each appliance.

Propane gas bottles or cylinders are permissible for cooking or demonstration purposes solely during show hours. Portable LP-gas containers may be utilized temporarily for demonstrations and public exhibitions, with a water capacity not exceeding 12 pounds (5kg). All propane tanks or cylinders must be removed from the building at the show's close or the end of the day's activities; they cannot be left overnight. The placement of propane bottles within the building or booth must be approved by the Fire Marshal.

Please be advised that fire extinguishers are not supplied. It is imperative that you supply a 2A10BC (5 lb - ABC dry chemical) extinguisher with a valid service tag or attach the purchase receipt to the extinguisher.

Cooking/Heating Device

Complete all highlighted fields for each device and return to Show Management not later than 21 days before move-in date. For multiples of the *exact same* items list the quantity on the description line.

Show/Event Name: _____

Type of Heat-Producing Device: (circle)
Heat Lamp
Hot Plate
Convection Oven

Griddle, or similar appliance/device
Coffee maker or similar
Cooker (crock pot, air fryer, instapot, etc.)
Chafing dishes
Propane-fueled appliance/device

Please supply a brief description of the cooking/heating appliance and its intended application:

_____

Move-in Date/Time: _____ **Move-out Date/Time:** _____

Gaylord Room Location: _____ **Booth Number:** _____

Company Name: _____ **Applicant Name:** _____

Applicant Phone Number: _____ **Applicant Email:** _____

If Applicant is Not the Same as Onsite Contact:

Onsite Contact Name: _____ **Onsite Contact Phone Number:** _____

By signing below, I acknowledge that I have read and understand the rules set above:

Print Name: _____ **Signature:** _____

_____

Equipment/Machinery

Please Read

Equipment/Machinery permits are to include but not limited to the following:

- Generators (All electric or fuel types)
- Compressors
- Fuel Cells
- Fuel Tanks and Storage
- Load Banks
- Battery Packs
- Portable EV charging stations

Liquid-fueled Machinery/Equipment

- Fuel in tank does not exceed ¼ tank or 5 gallons (whichever is least)
- The fuel tank filler cap shall be secured by the use of duct tape or other means to such an extent that it has been made difficult to remove.
- Demonstration is not permitted inside assembly. All equipment permitted is for display purposes only.

Electric Machinery/Equipment:

- State of Charge (SOC) is no greater than 30% capacity.
- Equipment shall not be charged inside the structure.
- Demonstration is not permitted in assembly. (Chainsaws, weed-eaters, reciprocating saws, etc.)
- If feasible, batteries must be removed from equipment at all times while inside the assembly.

Equipment/Machinery

Complete all highlighted fields for each device and return to Show Management not later than 21 days before move-in date. For multiples of the *exact same* items list the quantity on the description line.

Show/Event Name: _____

Select Fuel Type: (circle) **Liquid Fuel** **Electric**

Equipment Brand: _____ **Equipment Model:** _____

Please supply a brief description of the Machinery Equipment to be displayed:

_____

Move-in Date/Time: _____ **Move-out Date/Time:** _____

Gaylord Room Location: _____ **Booth Number:** _____

Company Name: _____ **Applicant Name:** _____

Applicant Phone Number: _____ **Applicant Email:** _____

Show/Event Name: _____

If Applicant is Not the Same as Onsite Contact:

Onsite Contact Name: _____ **Onsite Contact Phone Number:** _____

By signing below, I acknowledge that I have read and understand the rules set above:

Print Name: _____ **Signature:** _____

Open Flame/Candles

Please Read

Section 308.3 of the International Fire Code (IFC) outlines regulations for the use of open flames to prevent fire hazards and ensure safety. Open flames and devices producing open flames are prohibited in assemblies unless authorized. When permitted, strict safety precautions must be taken, including using non-combustible materials, keeping flammable items away from the flame, having fire extinguishing equipment readily available, and ensuring the flame is never left unattended. Additionally, approval from the local fire department or fire marshal is required, with potential for additional safety measures based on specific circumstances. The submission of this permit application does not grant approval.

Open-flame decorative devices, as outlined in the International Fire Code, are subject to stringent safety restrictions to minimize fire risks. Firstly, these devices are prohibited from using Class I and Class II liquids as well as LP-gas. Secondly, any liquid- or solid-fueled lighting devices containing more than 8 ounces (237 ml) of fuel must meet specific criteria: they must self-extinguish if tipped over and must not leak fuel at a rate exceeding 0.25 teaspoon per minute (1.26 ml per minute) when tilted. Additionally, the construction of the device or holder must prevent the spillage of liquid fuel or wax at a rate exceeding 0.25 teaspoon per minute (1.26 ml per minute) when not in an upright position. Furthermore, these devices are required to return to an upright position if tilted up to an angle of 45 degrees from vertical, unless they meet the exemption criteria of self-extinguishing and non-spillage. Finally, any open flame must be enclosed, except for small side openings not exceeding 0.375-inch (9.5 mm) in diameter, or top openings where the distance is adequate to prevent ignition of tissue paper within 10 seconds of contact. These regulations ensure that open-flame decorative devices are used safely and responsibly, reducing the potential for fire hazards in various settings.

Branding Operations -

Fire Safety Requirements During Propane Use:

- Fire Watch: Gaylord staff must have a dedicated fire watch throughout the duration of propane use.
- Extinguishers: A minimum of four (4) 2A:10B:C fire extinguishers must be available and easily accessible in the vicinity of the operation.
- Smoke Detectors: Smoke detectors in the immediate area must be temporarily disabled during branding operations to prevent false alarms. Ensure reactivation immediately after the operation concludes.
- Ventilation: Adequate ventilation must be provided to prevent the accumulation of smoke in the convention hall.
- Egress: Ensure all exit routes are kept clear and unobstructed to allow for immediate evacuation if necessary.

Chapter 61: Liquefied Petroleum Gases

Indoor Use Restrictions (§6103.2.1.6):

Propane containers and equipment are prohibited inside A-1 occupancies, except as permitted for specific temporary uses, such as:

- Stage effects (e.g., special effects or pyrotechnics) when approved by the authority having jurisdiction (AHJ).
- Containers must meet the size and safety requirements outlined in §6104.

Container Size Limits (§6103.2.1.1):

- For indoor use (if allowed by exception), portable LP-Gas containers cannot exceed 5 pounds in capacity.
- Larger containers are prohibited within the structure.

Temporary Use (§6103.2.1.6):

Propane use for approved events or performances must comply with temporary use provisions:

- Containers must be removed immediately after use.
- Only trained personnel are allowed to operate propane-fueled equipment.

Prohibited Storage Locations (§6104.2):

- LP-Gas containers cannot be stored in basements, below-grade areas, or in any location that does not provide proper ventilation in A-1 occupancies.

Open Flame/Candles

Complete all highlighted fields for each device and return to Show Management not later than 21 days before move-in date.

Please supply a brief description of the type of open flame to be used or displayed:

_____

Move-in Date/Time: _____ **Move-out Date/Time:** _____

Gaylord Room Location: _____ **Booth Number:** _____

Company Name: _____ **Applicant Name:** _____

Applicant Phone Number: _____ **Applicant Email:** _____

Show/Event Name: _____

If Applicant is Not the Same as Onsite Contact:

Onsite Contact Name: _____ **Onsite Contact Phone Number:** _____

By signing below, I acknowledge that I have read and understand the rules set above:

Print Name: _____ **Signature:** _____