

## Fire Marshal Floor Plan Requirements

The New Orleans Ernest N. Morial Convention Center has established requirements regarding acceptable booth configurations from a safety standpoint. By **January 8, 2026**, exhibitors with a single-level covered or multi-level exhibit are required to submit professional structural engineer stamped floor plans to the New Orleans Ernest N. Morial Convention Center:

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- A. All exhibit construction and decoration materials must be flame retardant.
- B. All island booths with enclosed areas (closets, offices, etc.) need to be equipped with an UL approved battery-operated smoke detector and at least one 2A10BC Fire Extinguisher.
- C. Ceilings are not allowed on the topmost level.
- D. All multi-level exhibits must have one 2A10BC-type fire extinguisher on each level of the display, easily available and unobstructed from view.
- E. All areas under multi-level booths must be equipped with a UL approved battery-operated smoke detector attached to the ceiling or understructure.
- F. All booths shall have one stairway exit directly to the outside of the booth. Stairs cannot exit into an enclosed room.

- G. All stairways must be at least three feet in width and must be equipped with a handrail on at least one side.
- H. Decks designed to hold over 10 people require a second staircase for emergency evacuations.
- I. Any deck with occupancy on the upper deck needs a Louisiana structure engineering stamped floor plan and needs to be approved by the fire marshal.
- J. No multi-level exhibit or exhibit covered with a ceiling shall be greater than 300 square feet unless it is protected by an automatic sprinkler system as per NFPA 101 (Life Safety Code).
- K. All single level covered exhibits or multi-level exhibits which are not protected by an automatic sprinkler system, shall in addition to the previous stated requirements, also provide a NOFD fire watch when the exhibits are greater than 300 square feet. The number of fire watch personnel shall be determined by the New Orleans Fire Department for each show.
- L. In addition to the requirements enumerated above, all exhibits must adhere to National Fire Protection Association 101 (2003 Life Safety Code), Section 12.7.4.3 and all other applicable codes and standards related to exhibits.

## **Multi-Level Exhibits and Covered Structures**

A multi-level exhibit booth is an island exhibit booth with a second level. All multi-level booths must provide Louisiana structural engineer-stamped floor plans by **January 8, 2026**, to the New Orleans Fire Marshal for official approval. Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

Multiple-story booths cannot be located under passenger or utility truss ways. Booth plans must specify the maximum number of occupants and must have a structural engineer's stamp certifying the maximum occupant load capacity.

Certain booths may require fire watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials.

**A permit from the City of New Orleans is required.** A Fire Watch may be required. Please contact the NOENMCC Event Manager for more information.

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