

Fire Marshal Floor Plan Requirements

The Moscone Fire Marshal requires that booths that exceed 16 feet in height or multi-level exhibit booths submit floor plans that are stamped by a licensed structural engineer for review and approval by **January 7, 2024**. Plans for all multi-level booths must be stamped by a licensed structural engineer. The following is the Moscone Fire Marshal contact information:

Fire Marshal, Moscone Center
c/o AAOS 2024
747 Howard Street
San Francisco, CA 94103-3181
Telephone: 415-974-4007
Email: events@moscone.com

The Moscone Center has established requirements regarding acceptable booth configurations from a safety standpoint.

- a. All exhibit construction and decoration materials must be flame retardant. For acceptable materials for booth construction, visit the [Fire Marshal Requirements for Booths and Displays](#).
- b. Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited.
- c. Fire extinguishers and fire hose cabinets which may be located on a column must remain visible and accessible at all times.
- d. Booths that have multiple levels or rooms with enclosures are required to be equipped with a UL-approved, battery-operated smoke detector attached to the ceiling or under structure. A 2A10BC fire extinguisher is required on each level and must be easily available.
- e. For multi-level booth or rooms with enclosures that exceed 500 square feet, an overnight fire watch is required. This is the responsibility of the exhibitor and supplied and approved by the Moscone Fire Marshal.
- f. Staircases for multi-level booths can be circular, but not spiral or winding and must have tread all the way around. The staircase for a multi-level booth must be at least 3 feet in width and have a handrail on at least one side. If any second level is designated to hold over 10 people, a second staircase is required for emergency evacuations.
- g. Exhibitors may not connect into the Moscone Center sprinkler system.
- h. Moscone Center Fire and Safety staff inspects all booths to ensure compliance.