

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8500 FX 403.261.8510

As per the Fire Code any decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, plastic cloth, plastic displays, canvas, cardboard, canopies etc. shall be of non-flammable material, shall conform to CAN/ULC S2109, "Flame tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705 (National Fire Protection Association) "Field Flame Test or Textiles and Films".

CANOPIES –

Information below is taken from Calgary Fire Department Indoor Special Event Requirements document. For a complete copy of this document go to The Calgary Fire Department Indoor Special Event Requirements (the link is <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements>)

1. Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling, or other obstruction larger than 27.9 m² (300 ft.²) without written approval from the Calgary Fire Department. (Also, the Calgary TELUS Convention Centre)
2. Booths that include tents, canopies and/or other structures inside a building having between 9.3 M² (100 ft.²) and 27.9 m² (300 ft.²) of room, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
3. Booths that include tents, canopies and/or other structures inside a building having between 9.3 M² and 27.9 m² (300 ft.²) and 27.9 m² (300 ft.²) of room, ceiling, or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.
4. Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
5. Minimum of 3 m separation is required between each 27.9 m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding each 27.9 m² shall not be permitted

DECORATIVE MATERIAL – FLAME TEST

Plastic cloth and certain other plastic materials, nylon, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.

If the decorative material was commercially made, i.e., banners, curtains, canopies. The material used shall be of a non-flammable material and shall conform to CAN/ULC-S109 standards. The on-site contact for the booth must provide certificates and labels on all items available for CTCC Representative and Calgary Fire Department inspection

If the decorative material has not been treated with a flame retardant product, then it must be treated using a flame retardant solution (i.e., Pyroguard). You have two options for this:

Option 1

Have the materials commercially treated. You would need the following information from them:
Information about the product used the MSDS sheet for the product used and when it was treated.

Option 2

Treat the decorative material with a flame retardant solution (Pyroguard or other similar products can be purchased from your local fire/safety supplier). Once the fabric has been treated a burn test must be conducted on each piece of fabric used to decorate the booth

Listed below are the materials required and the procedure to conduct a burn test:

To assist you conducting the burn test, you can watch the following you tube video:

<https://www.youtube.com/user/OntarioStagingLtd/videos>

<https://vimeo.com/18346409>

If you have any questions on how to conduct the flame test, please call the City of Calgary 311 or if you are outside of Calgary call 403-268-2489 and they will arrange to have someone from the Calgary Fire Department return your call.

DECORATIVE MATERIAL –FLAME TEST CONTINUED**CAUTION**

- This method does involve an open flame and unknown factors of how fast and how the material will burn.
- Be sure to work in a well-ventilated area and over a nonflammable surface. Have a fire extinguisher or a large container of water at the test site.
- Some fabrics will ignite and melt. The result is burning drips which can adhere to fabric or skin and cause a serious burn.

REQUIRED MATERIALS

- Material to be tested.
- A pair of tweezers, metal tongs or long steel pliers
- An igniter (match, lighter, etc.)
- A non-flammable work surface
- Container of water
- Catch container (something that will not burn)
- Fire extinguisher

PROCEDURE

1. Cut off a piece of the material (approximately 8 inches in length).
2. With the tweezers, hold the piece of material over a non-flammable catch container
3. With the match or lighter, set the piece on fire and hold for 12 seconds.
4. Watch how the material reacts to the flame.
5. If the fabric passes or fails:

Failed Test: If the material combusts, it is deemed non-self-extinguishing and does not meet CAN/ULC-S109 standards. The fabric will need to be re-treated.

Passed Test: Passed: If the fabric passes, put the piece of fabric in a plastic bag. Label it with the date the test was conducted, your booth number and company name. Information on the product used the MSDS sheet for the product used. Have this bag in your booth for when a CTCC Representative comes to the booth or the Calgary Fire Department Inspector.

It is recommended that approval be obtained from the CTCC for all decorative material prior to setting up your booth.

For further regarding your booth set up please see the following:

- Calgary TELUS Convention Centre Regulations for Exhibitors for all regulation regarding your booth set-up
- The Calgary Fire Department Indoor Special Event Requirements (the link is <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements>)
- Your exhibitor package,