



APPENDIX 5 - SECURITY MEASURES AND FIRE PREVENTION

Fire prevention is subject to very strict laws, standards and regulations. The rules of fire prevention implemented at the Québec City Convention Centre help minimize the risks inherent during conventions and exhibitions which are being controlled by the Fire Protection Systems. They must be respected at all times.

All installations must be approved by the Chief of Security and Prevention of the Québec City Convention Centre.

Laws, standards and regulations

The requirements mentioned herein are only a brief summary of the Québec City municipal fire protection regulations (VQP)-and sections of the 1990 National Building Code, the 2005 National Fire Code, The Public Buildings Safety Act (S-3, r.4), and other applicable regulations.

For additional information, contact the Québec City Convention Centre Facility Operation Branch at 418 644-4000 or call the Security Department at 418 649-7711, ext. 4900 at any time.

Room plan approval

Promoters are responsible for having final room plans approved by the Québec City Convention Centre Facility Operations Branch no later than 10 working days prior to setup.

Room layout

- Exits and access to exits must be free of obstructions at all times.
- Exit signs must be visible and easily identified.
- Firefighting equipment must be visible and readily accessible.
- Main hall and exit areas must remain free of obstructions and accessible at all times.
- Aisles and traffic areas of at least 10 ft (3 m) wide must be accessible at all times.
- All exit doors must be accessible by an aisle providing access to at least one other exit.
- Traffic aisles must provide access to exits in at least two directions.
- The maximum distance to an exit door must not exceed 150 ft (45 m) from any given point.
- Two exits must be provided for meetings or closed booths with over 60 people.
- Boxes, crates and other combustible materials must be stored in a space inaccessible to the public. Storage will not be tolerated inside the booth, with the exception of promotional and exhibition material up to a maximum area equal to 10% of the total area of the stand and a maximum height of 1 meter.
- Storage behind or between booths will not be tolerated.



- Only electrical extensions equipped with a grounded circuit are allowed.
- Use of fireworks must be approved by the Québec City Fire Department and the Québec City Convention Centre Facility Operations Branch.

Booth construction

- Booths must be built of inflammable or fireproof materials.
- Wooden booths are authorized only if they are built of ¼ in (7mm) hardwood. Lathes must be tongued and grooved. Particleboard panels are forbidden.
- Fireproofing of displayed merchandise is not required, but quantities must be limited to one sample per color, texture or level of quality.
- Structures, including recreational vehicles, with roofs exceeding 100 sq. ft (37.16 sq.m) must be equipped with 90 dB smoke detectors. The Québec City Convention Centre reserves the right to require that certain structures be protected by automatic sprinkler systems or qualified fire-fighting personnel at exhibitor's expense.
- Closed booths must be equipped with an emergency lighting system.
- Acetate paper, cardboard boxes, corrugated paper boxes, polystyrene, natural conifers, 1/8 in thick pre finished panel, jute, any paper and cardboard, synthetic grass carpets, artificial trees and plants are strictly forbidden.

Flammable liquids and gases

- Use of propane is limited to one cylinder (max. capacity: 5 lb) per room.
- During exhibits, the use of propane is authorized for a maximum of 5% of the total number of booths.
- All cylinders of other types of flammable liquids and gases must be approved by the Québec City Convention Centre Facility Operations Branch.
- New containers that have never been filled with flammable materials may be displayed.
- When not in use, flammable liquids and gases must be stored in a room specially designated for this purpose by the Security Department. There is no charge for storage.
- It is forbidden to store all compressed gas cylinders and bottles in exits, outside under stairwell and closer than a meter of any exits.

Cooking Appliances

- Use of cooking appliances must be approved by the Québec City Convention Centre Facility Operation Branch.
- Cooking appliances must be kept at least 2 ft (0.6 m) from visitors and flammable materials.
- Appliances must be anchored solidly to a non flammable surface.
- All cooking appliances must be certified by a recognized Canadian organization.



- A portable fire extinguisher with a minimum capacity of 2A–20B:C must be kept near each cooking appliance.

Open flames

- With the exception of cooking appliances and candles, open flames are forbidden.
- Demonstrating lighted candles in tents or booths with a roof are forbidden.
- A maximum of four candles per booth may be lit for demonstration purposes only, subject to the following conditions :
 - The flame must be protected behind glass;
 - The candle must be set upon a non flammable base at least 1.5 times wider than the height of the candle;
 - The candle must be kept out of reach of the public;
 - The booth must be under constant supervision;
 - A portable extinguisher must be kept in the booth.

Internal combustion vehicles and equipment

- Fuel tank caps must be locked or sealed, with the exception of reservoirs that have never held fuel.
- Fuel tanks must not be filled to more than one quarter of their maximum capacity, with the exception of emergency service vehicles.
- Fuel tanks must not be more than a quarter full, with the exception of emergency vehicles.
- Starter batteries must be disconnected unless authorized by the Québec City Convention Centre Facility Operation Branch. It is forbidden to start vehicles with internal combustion engines during exhibits.
- Keys of vehicles on display must be kept at the security station.

Signs and other objects

- Hand signs, signs mounted on sticks or stems, megaphones or any other object, which, by its nature, can be disruptive or a danger to the integrity of persons, places and the building, are prohibited inside the Convention Centre and its surroundings.
- Exceptions will be handled on case by case by the Facility Operation Branch

Miscellaneous

- Use of solid, liquid and gas fuel heaters is forbidden.
- Daycare facilities in operation during an exhibit must have one monitor for every ten children, and one monitor for every five children under two. In addition, the promoter must ensure that the daycare facility complies with provincial government regulations on daycare services.
- Only inert gases are authorized for the assembly of inflatable structures.



- Oil-based smoke machines are strictly forbidden.
- Animals must not be brought in to the Québec City Convention Centre without prior approval. Only assistance dogs have unrestricted access.
- Hay, straw, wood shavings and other similar combustible materials are prohibited, with the exception of those used for daily feeding and maintenance of the animals. These materials must be stored outside or in a room that has fire resistance of 1 hour. A 2A-type fire extinguisher must be located nearby.