

OCCC Covered & Multilevel Booth Approval Checklist

Classify first. Document second. Fabricate third.

REVIEWED SEP. 7, 2026

Recheck official sources before use

FAST CLASSIFICATION SUMMARY

Planning summary only - OCCC, fire authority and event rules control

COVERED EXHIBIT

299 sq. ft. or less

- No fire watch solely for area
- Smoke detector addressed
- Min. one 2-A, 10-BC extinguisher

COVERED BOOTH/TENT/THEATER

300-1,000 sq. ft.

- Formal review before construction
- Fire watch or approved system
- Treat exactly 300 as regulated

MULTILEVEL EXHIBIT

299 sq. ft. or less

- Review required at any size
- Fire watch or approved system
- Minimum one stair

MULTILEVEL EXHIBIT

300-900 sq. ft.

- Review required
- Fire watch or approved system
- Minimum two stairs

BOUNDARY RULE: At exactly 300 sq. ft., use the stricter interpretation and obtain written direction.

1 CLASSIFY & DRAW

- ☐ Save the current event manual and display rules
- ☐ Identify every roof, canopy, fabric or covered zone
- ☐ Calculate actual covered area, not total booth footprint
- ☐ Identify every occupied upper level
- ☐ Show booth number, orientation, neighbors and height
- ☐ Complete scaled floor plan plus front and side elevations
- ☐ Show stairs, rails, egress and emergency-equipment access
- ☐ Obtain architect/engineer signature when required
- ☐ Mark superseded drawings obsolete

2 FIRE SAFETY & SERVICES

- ☐ Identify flame-resistant materials and certificates
- ☐ Document smoke detector location when applicable
- ☐ Confirm extinguisher type, count and visible locations
- ☐ Confirm fire-watch or approved extinguishing approach
- ☐ Keep exits, aisles, standpipes and cabinets clear
- ☐ Coordinate electrical loads and exact service locations
- ☐ Coordinate rigging, water, gas, air and internet needs
- ☐ Assign preparer, payer and approver for each order
- ☐ Preserve project-specific written direction

3 SUBMIT, TRACK & INSTALL

- ☐ Complete the current OCCC application
- ☐ Submit show-management and venue packages
- ☐ Save receipts, reviewer comments and approvals
- ☐ Track owner, due date, recipient and drawing revision
- ☐ Resolve every comment in the current plan
- ☐ Put approvals and certificates in the install packet
- ☐ Verify fabricated geometry matches approved drawings
- ☐ Name the on-site supervisor and escalation contacts
- ☐ Complete final detector, extinguisher and egress check

TIMING TO PROTECT

Before fabrication: submit required application and signed plans
At least 21 days before move-in: applicable special permits/notices
No less than 2 weeks before move-in: order required fire watch

OCCC EXHIBITOR SERVICES

Exhibit.Services@OCCC.net | (407) 685-9824
Official guidance: occc.net/Exhibitor-Guidelines-Information
Event-specific manual and written authority instructions always control.



FULL GUIDE