

**Hickory Metro Convention Center**  
**Permitting Requirements**  
**Special Events**

Events that must meet special event permitting requirements are events that include, but not limited to, boat shows, camper shows, furniture sales, gun shows, home shows, rummage sales, trade shows, rock and mineral displays, concerts, circuses, rodeos, wrestling, and any other large special gathering of the public.

Pre-event planning is a necessary part of permitting requests; therefore layouts should be pre-approved by the Hickory Metro Convention Center Event Staff thirty days prior to the event. The following will be included in all special event requests. Additional information may be required.

- *Detailed physical layout*
  - Dimension of main aisles (length and width)
  - Location and width of cross aisles
  - Exit locations and access
  - Booth layout to scale of the entire show
  - Size and location of all staging (associated seating capacity)
  - Location and accessibility of all fire alarm pull stations, fire extinguishers, and stand pipes.
  
- *Special Conditions*
  - Displays and operation/use of any open flame, candles, lamps, cooking, etc.
  - Requests for use of Liquefied Petroleum Gases.
  - Storage/display of ammunition, black powder, primers, etc.
  - Temporary membrane structures, tents, canopies, or covered exhibit booths.
  - Display of vehicles and/or fuel powered equipment
  
- *Ceiling coverings (i.e. tents and/or canopies)*
  - Ceiling coverings such as tents and/or canopies shall be flame retardant with the flame retardant tag affixed to the fabric. Non-complying ceiling covering will not be approved.
  - Tents or canopies are not approved for display/storage of flammable/combustible liquids, hazardous materials, cooking, or any type of ammunitions or powders.
  - A single group of ceiling coverings such as tents or canopies shall not exceed 300 square feet of floor space without a separation of a minimum of 10 feet.
  - No open flame shall be permitted underneath any ceiling covering.
  - A separation of 20 feet shall be provided between tents or canopies from open flame or cooking equipment.
  - Combustible material stored under ceiling coverings such as tents or canopies shall be limited to a one day supply.
  - Ceiling coverings such as tents or canopies shall not be installed or operated to interfere in any way with required exit or with the visibility of any required exit or exit signage; nor any display block access to firefighting equipment.

- **Vehicles**
  - Vehicles are permitted inside the Hickory Metro Convention Center during show hours for display only. No vehicle will be started or operated during show hours.
    - Fuel will not exceed one quarter of the tanks capacity or five gallons whichever is less.
    - All batteries must be disconnected.
    - All fuel openings must be locked or sealed
    - Keys will remain with the operation's department while on display.
    - Adding or removing fuel on-site is prohibited.
    - LPG/CNG tanks shall meet one of the following. 1)purge tank, 2)remove tank, 3)disconnect and cap tank. The intent is; there will be no use during a show.
  - Vehicles or motorized moving equipment used in placing large displays are permitted only during move-in and move-out and will be removed from the building upon placement of a display. Prior approval from Hickory Metro Convention Center Event Staff is required.
  - Vehicles carrying display materials that can be off loaded onto dollies or hand carts are prohibited.
  - All forklifts, platform lifts, boom lifts, and other motorized equipment utilized for move-in and move-out of events will use cleaner burning fuels other than gasoline or diesel fuel.
  
- **Cooking/Warming and Heating Devices**
  - Cooking/Warming devices should be isolated from the public.
  - Cooking/Warming devices should be located 4 feet from the front and back of a booth.
  - Surfaces should be of sturdy construction and protected from the potential of high heat.
  - Fire protection will be provided by the exhibitor at any booth utilizing cooking/warming devices with no animal or vegetable oils and fats. This will include a smothering device and/or a 20B-C fire extinguisher.
  - Fire protection will be provided by the exhibitor at any booth utilizing cooking devices with animal or vegetable oils and fats not to exceed one gallon. Each device must meet one of the following: 1) Class K fire extinguisher and a lid for smothering, or 2) approved automatic smothering system.
  - Other special cooking/warming request must be listed on the permit request and are subject to approval by Hickory Fire Inspections.

All fees will be billed, by Hickory Fire Inspections, to the client as listed on the final permit. If you have additional questions please call the Hickory Metro Convention Center Event Staff at 828-324-8600 or Hickory Fire Inspections at 828-323-7522.

*This document serves only as a guide for special event permitting request at the Hickory Metro Convention Center. It is not intended to solely represent or replace any Local, State, National or International codes, laws, ordinances and/or requirements.*