



Show Managers,

Minneapolis Convention Center (MCC) Guest Services department works in partnership with the City of Minneapolis Fire Inspection Services division to perform event space inspections, floor plan review, focused hazard mitigation and the issuance of open flame permits related to fire protection and prevention to ensure safety and adherence to the Minnesota State Fire Code.

MCC wants to continue our partnership and support with show managers to educate and promote awareness about fire code rules, life-safety and ensuring that all of aspects of your events are safe as possible.

This letter will high-light and clarify some of the more common fire code compliance challenges that we've had to navigate with show managers and exhibitors in the past. Our goal is to establish consistency with how we fairly and appropriately enforce fire codes and effectively evaluate unique circumstances for each event. Please read carefully and share with your exhibitors:

1. **Propane Cylinders:** Exhibitors may have propane cylinders that are used for displayed purposes. Any pound capacity can be used and must have the following:
  - a. Valve off;
  - b. Drilled hole at the top of the cylinder;
  - c. Cutaway; or
  - d. Brand new – never been used.
2. **Grease-laden vapors [Deep Frying]:** Exhibitors may request to use gas or electric cooking devices in a manner that produce grease laden vapors. Where use of such devices is approved by the MCC, the following requirements will apply:
  - a. Must be constantly attended by a qualified, responsible adult (18+ year old);
  - b. K Class portable extinguisher must be readily available and stored with the cooking space;
  - c. Submit storage and transport plan for cooking oil;
  - d. Submit make and model of cooking device. Product must have a substantive base and containment for oil; and
  - e. Cooking areas must be separated from each other by 10-feet.
3. **Grilling (charcoal or propane) inside of the MCC is prohibited.** Exceptions:
  - a. Exhibitor or Show Manager consults with MCC to approve and designate a grilling area in the MCC's marshaling yard.
4. **Propane:** When used and connected to an appliance, cylinder cannot exceed 5lb capacity. Cylinders that are in use are to be separated by at least 20 feet. Storage of cylinders not in use, both empty and full, are to be outside of the building.



5. **Open Flame or Candles:** Any open flame must be securely supported on substantial noncombustible base and open flame is protected.
6. **Food Truck:** Upon approval and authorization by our catering provider, any food truck occupying space inside of the MCC that is cooking and serving food must adhere to these standards:
  - a. Kitchen hood fire suppression system;
  - b. K Class and 20 BC portable extinguisher;
  - c. 5lb maximum propane cylinder tank. All additional tanks, both empty and full, are to be stored outside of the building; and
  - d. In addition, all food licensing requirements must be followed.

Please remember that a Special Events Permit must be purchased for the following but not limit to – temporary LP usage, open flame or candles. Special Event Permit can be found and completed at the following address: [http://www.ci.minneapolis.mn.us/regservices/regservices\\_special](http://www.ci.minneapolis.mn.us/regservices/regservices_special)  
Please complete and submit your permit 14 days prior to your move in and set-up date at MCC.

Also, all Special Events Permit(s) will require Fire Watch services. Fire Watch personnel will be required if your event has any AV rigging that compels us to degrade our suppression system, or approved pyrotechnics, Guest Services will assist with coordinating and scheduling a Fire Inspector. Associated labor fees will apply.

For a complete review of MCC's fire code guidelines, please reference and review our Meeting Planner Guide (MPG). For general fire code questions or inquiries for your event or booth space. Please email [mccfirecode@minneapolismn.gov](mailto:mccfirecode@minneapolismn.gov)

Thank you,

*Marcus Travis*

Marcus Travis  
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Minneapolis Convention Center