



Expo Host Guidelines

The following may be used as a general guideline for potential Expo sites and/or hosts of the annual Expos. It is not meant to be all inclusive nor considered stringent except where it refers to safety/security guidelines or requirements.

Choosing A Location

Many different factors are used when determining whether a site is suitable as a National Fireworks Association Expo Site. Many of the factors that are taken into consideration may be applicable to most locations, but not necessarily to every location.

Demo Site: Major Considerations

A Product demo site will:

- 1) Be a reasonably level demo site that affords distances which at least minimally comply with the NFPA 1123 guidelines and NFA Safety guidelines.
- 2) Afford the NFA Safety/Security Team an avenue to restrict traffic and maintain control over public access.
- 3) Provide sufficient room for three or four 1.3g, and 1.4g product demos setups simultaneously. Six inch shells are the norm for product demos, however, larger shells may be approved by the Safety Chairman at his/her discretion depending on shoot site size and local logistics.

4) Permits to allow the display of fireworks from 8pm-11pm (11pm-12pm optimally used only as a buffer) on three consecutive evenings.

5) Security service available for hire when NFA Safety team is not on location for the purpose of providing a safe haven for display companies.

Demo Site Secondary Considerations:

Restroom facilities available on site.....porta potties may be used if permanent restrooms are not available.

Local Fire/Medical services on site during product demos.

Seating for approximately 300 attendees. Rental chairs available if permanent seating is not provided.

Electrical hookup available (Portable generators if permanent electrical is not available on site)

Portable Tower lights to assist fireworks crews for tear down.

Dumpsters or waste containers available for disposal of empty boxes, cases, etc.

Cleanup crew or service for daily cleanup up of spent materials, trash etc.

Boat Patrols if lake or river security is involved for public safety.

Sound system either permanent or rental.

Site map showing distances within the display area and the surrounding area of the demo site.

Barrels and sand for placement of larger diameter mortars.

Shuttle busses to and from hotels, tradeshow, and demo site.

Hotel (s)

Hotels that can accommodate approximately 400-500 attendees.

Tradeshow at hotel if possible. A nearby location is acceptable.

Rooms for banquet, seminars, registration, general meeting etc.

Availability of audio visual equipment

Area for afterglow gathering

Convention and Visitor Bureau

It is usually best if the local convention and visitors bureau is involved and helps in the process of securing permits and provides attendee packets and information about local sites, restaurants, churches, maps etc.

Trade Show

Table setup for approximately 50– 60 booths* sized 8' deep by 12' wide.

Piping and drapery services .

Security at trade show

Shipping address of trade show for vendors to ship booth materials for storage.

Diagram of booth layout and booth assignments.

**For reference purposes the Tradeshow building used at Fond du Lac has a display area that measures 96' x 208'.*