

Open Flame Permit Procedures



All parties wishing to have an open flame within their booth or on their show floor must obtain approval for an Open Flame Permit from the Javits Center, issued by the Fire Department of the City of New York. Below are the procedures on how to apply for the Open Flame Permit. All required information must be submitted directly to the Javits Center's Fire Safety Supervisor, Elijah Williams, at least two weeks prior to the show opening.

Please submit a description of the proposed demonstration, illustrations or videos, materials used, MSDS if applicable, and a floor plan of the booth which should include the booths size and location. This will expedite the process.

Please submit a one million dollar (\$1,000,000) general liability insurance certificate which includes the Jacob K. Javits Convention Center, New York Convention Center Operating Corporation, New York Convention Center Development Corporation, State of New York, Triborough Bridge & Tunnel Authority, Empire State Development Corporation, the name of your show, and the show management group as additional insured.

The show management group will be required to sign a one page acknowledgment letter accepting responsibility for the demonstration which will be forwarded to them once we have received all requested information and if the plan of operation is reviewed and approval is granted.

Upon receipt of all requested information and approval from the Javits Center, we will prepare a letter for the Fire Department of the City of New York (FDNY) granting permission for the demonstration inside our facility, forward all paperwork to the FDNY, and schedule an appointment for the on-site inspection of the booth prior to the show opening. The FDNY requires payment at the time of the inspection, \$210 (Monday thru Friday inspection) or \$420 (Saturday or Sunday inspection) for the onsite inspection and open flame permit.

You will be required to have, at a minimum, a 5 L.B. ABC fire extinguisher in your booth and may be required to arrange for a fire watch to be assigned to your booth during demonstrations, which may be hired through your show security provider, at your expense. All decorative wall coverings, display cases, tables, and carpeting must be fire retardant and certificates verifying this must be provided to the Javits Center's Fire Safety Officer.

The Jacob K. Javits Convention Center and or the FDNY may require additional precautions to insure everyone's safety, depending on the demonstration type.

To submit the above required documents, please email ewilliams@javitscenter.com or mail to Elijah Williams, Supervisor, Security & Fire Safety Solutions, Jacob K. Javits Convention Center, 655 West 34th Street, New York, NY 10001-1188.

For questions, comments, or additional information, please contact Elijah Williams at ewilliams@javitscenter.com or (646) 352-1361.

Thank you.