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FIRE RETARDATION PROCEDURE

DOCUMENT No:	1	DOCUMENT OWNER:	Events Manager
Copied to:	See below	APPROVER:	General Manager
IMPLEMENTATION DATE:	May 2007	DATE APPROVED:	May 2007

Please read the **Flammable Material Guidelines** pertaining to flammable materials and local council by-Laws as to why flammable materials must be declared and proof supplied by Certificate by an authorised and trained company for fire-retardation of the material.

The Coca-Cola dome advises exhibitors to pre-treat their flammable materials by employing the services of Micon Coatings (details below).

Should the exhibitor elect to use Micon, it is imperative the exhibitor brings the Certificate proving treatment as if this is not available, it will be understood that the material has not been fire-retarded and the Coca-Cola dome and Wedding Expo Safety Consultant will require the Coca-Cola dome to treat the material and issue a Certificate at the cost indicated in the Fire Retardation Cost and Treatment Confirmation Form.

For those exhibitors enlisting the services of the Coca-Cola dome, a Service Form for Fire-retardation is to be completed and forwarded to Nonhlanhla Nxusani at the Coca Cola dome on Nonhlanhla@coca-coladome.co.za

the Coca-Cola dome and Wedding Expo encourages exhibitors to arrive at the venue as early as possible on **Friday 9th September**, to assist with treating the many stands speedily.

On **Friday the 9th September**, the Coca-Cola dome will commence treating stands from 08h00 on a first come, first served basis.

Those exhibitors ordering on the day of build up, **Friday 9th September**, will be done once the pre-ordered exhibitor Forms are completed.

Flammable materials can only be treated bare, hence no items must be attached such as art work, displays, etc. If so, we will require the items to be removed.

The chemical used to fire-retard flammable materials may leave a stain on certain materials. Most of these can be dry cleaned out. It is a council by-Law that all flammable materials are to be fire-retarded, if you are concerned about marks please pre-treat materials with Micon, as the Coca-Cola dome nor The Wedding Expo will not be held liable for stains or marks.



The Coca-Cola dome is managed by
 Thebe Venue Management (Pty) Ltd. Reg. No. 1997/011645/07
 Directors: Monwabisi Fandeso, Brett Hendricks, Carol Weaving (Managing) * British





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The procedure which will be followed by the Coca-Cola dome staff on Thursday 8th & Friday 9th September, when fire-retreating materials will be as follows:

1. Coca-Cola dome Fire Staff to take the **Fire Retardant Order Form** and go to the relevant stand
2. Coca-Cola dome Fire Staff to confirm with the stand owner/exhibitor that this is their form, that they have requested fire retardant
3. Coca-Cola dome Fire Staff to confirm the correct size has been requested against the form and the actual stand size
4. In other words, if the Fire Retardant Service Form says 3sqm, Coca-Cola dome Fire Staff must check that what we are treating is 3sqm and not less or more
5. If it is less or more Coca-Cola dome Fire Staff to write such on the **Fire Retardation Cost and Treatment Confirmation Form**
6. Coca-Cola dome Fire Staff to treat the stand
7. The stand owner/exhibitor to sign the **Fire Retardation Cost and Treatment Confirmation Form** confirming the rate, number of sqm treated and that the treatment was done
8. Once the material has been treated and the **Fire Retardation Cost and Treatment Confirmation Form** signed by the Exhibitor, the form will be handed to the Venue's Safety Division, Alliance Safety who will issue the Fire Retardation Certificate which confirms that the material has been fire treated with Micon Fire Retardant in accordance with CSIR and SABS specifications.
9. The original Certificate will be delivered to the Exhibitor with a copy kept by Wedding Expo's Safety & Risk Consultant, and the Coca-Cola dome.

Contact details

- » Micon Coatings : Michael Howard, Cell: 082 602 0705 / F: 011 882 4304 / Email: info@miconcoatings.co.za / micheal@miconcoatings.co.za



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